InteGrade® Pro
User's Guide
Version 9.0

NCS Pearson Part Number 649 600 026

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This edition applies to Release 9.0 of InteGrade® Pro student information software, and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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About the InteGrade Pro Software

The InteGrade® Pro student information software helps teachers track student performance over the duration of a course. It can record a virtually unlimited number of tasks and students per gradebook. You can organize tasks and put them into categories such as homework, quiz, or lab exercises. You can reward good performance with bonus scores and correct poor performance by graphically showing a student where they stand or adjusting scores.

The platform compatibility of InteGrade® Pro gradebook software means you can move your files from a Microsoft® Windows® to a Macintosh® computer. Switching platforms requires no conversion and preserves nearly all features.

At the end of a term, the system can transmit final grades back to the main office system to print report cards.

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New Features in the InteGrade Pro 9.0 Software

Version 9.0 of the InteGrade Pro software includes:

- E-mail Authentication. Users of the InteGrade Pro software are now asked for authentication information on the Email tab of the Communications screens.
- For reports and charts that include student pictures, the pictures can now be printed.
- A number of hot-linking issues have been resolved.
- Table information has been added to the InteGrade Pro Link™ documentation.

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InteGrade Pro System Requirements

The InteGrade Pro version 9.0 software can be installed regardless of whether you have a previous version of InteGrade Pro installed on your system.

System requirements vary depending on the type of installation you are performing. Be sure to read the InteGrade Pro Readme help file for additional requirement information. The Readme help file is displayed at the end of the installation procedure.

InteGrade Pro Requirements

These requirements are for users who will be installing the InteGrade Pro software on a stand-alone computer as well as for those who will be connecting to InteGrade Pro Server from a computer at school or at home.

Additional requirements for those who will be using InteGrade Pro Web are listed in a separate section below.

Windows Operating System

- Windows 95, 98, 2000, or Windows NT® Workstation. Windows XP is not currently supported.

  If you use Windows 95, you must install the Windows Socket 2 update available for download from the Microsoft website.
- A computer that meets the requirements for the version of Windows you are running.
- At least 20 MB available hard disk space
- At least 32 MB RAM

Macintosh Operating System

- Any PowerPC Macintosh with OS 7.5 or later. MAC OS 10 is not currently supported.
- At least 20 MB available hard disk space
- At least 32 MB RAM
- The Macintosh needs the following extensions installed to read the InteGrade Pro CD:
  - Foreign File Access
  - ISO 9660 File Access

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These extensions are installed during a standard Macintosh system software installation. If you perform a custom installation, verify that these extensions are installed by clicking the Apple Menu, selecting Control Panels, then Extensions Manager.

InteGrade Pro Web Requirements

Computers connecting to the InteGrade Pro Server software using the InteGrade Pro Web software must meet the following conditions:

- NCS Pearson recommends that users use one of the following web browsers:

  – Internet Explorer 5.0 or greater for Macintosh systems.

  – Internet Explorer 5.5 or greater for Windows systems.

  – Netscape® Navigator 4.08 or greater for Windows and Macintosh.

  The InteGrade Pro Web software does not fully support earlier versions of these web browsers. If remote computers use unsupported versions, please ensure that their JavaScript™ settings are disabled and be aware that the formatting of the Web pages might not be optimal.

- They must have an Internet connection speed of at least 28.8 kbps.

The InteGrade Pro Software and Administration Systems

The InteGrade Pro student information software can exchange data with the following NCS Pearson administration systems:

- SASIxp™ student administrative software
- SASI III™ software
- CIMS III® software
- The School System™/The Elementary School Systerm™ software (TSS/TESS)
- OSIRIS® software

One of the general requirements for this exchange is to export the necessary data from the administration systems to populate InteGrade Pro teacher gradebooks with class rosters, attendance calendars, course IDs, and so on. Another is to import grades and/or attendance information from InteGrade Pro gradebooks into the administration systems.

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The data exchange feature of the InteGrade Pro software lets you transfer data between the administration system and InteGrade Pro gradebook software. For example, you can transfer up-to-date information between databases without having to manually enter data. You can also transfer different types of data such as the following:

- Teacher
- School information
- Student, with demographic information
- Class rosters
- Grades
- Data validation rules
- Grade tables

Some Words You Should Know

Scores and Grades

Scores are the input values – the marks that students receive on individual tasks such as tests or homework assignments.

Grades are the output values – the result of calculations that use scores. Calculations are performed according to the task and task type weighting schemes that you create.

Class

A class is a single course taught in a single period as defined by your office administration computer system. It consists of spreadsheets, students, tasks, and a task type set.

Tasks, Types, and Sets

Tasks are work items that you assign to students like a quiz on King Lear or a set of math problems.

Task types are categories such as Quiz, Homework, or Lab exercises. Task type sets group task types together.

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For example, suppose you teach biology and English. Your biology class has a lab, but your English class does not. In that case you would use four task types: Homework, Quiz, Lab, and Exam. You would group them into two task type sets: Sciences and Humanities. Sciences includes the Lab task type, while Humanities does not.

Task	*Type*	*Set*
Othello	Quiz	Humanities
Alice in Wonderland	Homework	Humanities
English 201 Midterm	Exam	Humanities
Cell Division	Quiz	Sciences
Individual Study	Homework	Sciences
Plant Propagation	Lab	Sciences
Biology Exam	Exam	Sciences

You can define as many task type sets as you like, then assign one set to each class.

Comments and Notes

Comments are the short phrases used on report cards to describe the progress of a student. The End Term spreadsheet can submit comments back to the office system, along with the final grades. The number of comments per student to export depends on the office system.

Notes are anecdotal text that you enter for classes, tasks, students, and individual scores.

Spreadsheet

A spreadsheet is a collection of tasks and scores for a single class. It records student scores in a grid structure. Each class can have more than one spreadsheet, for example, for different reporting periods.

There are four types of spreadsheets used in the InteGrade Pro software.

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Numeric

This is the traditional gradebook where a teacher enters scores and calculates grades. The student names are on the left side of the screen, with scores in the middle and the calculated grades on the right side

	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shkspr Exam (40)	FndtnSr sBkRprt (15)	I,RbtQ z(Asmv) (14)
1	Abbasi, Elisa	7	9.5	26	11	11.5
2	Bregder, Audrey	6	10.5	27	11.5	9
3	Calder, Cara	8.5	13	31	14.5	11
4	Castro, Michael	6.5	Sick	26	10	Sick
5	Cortez, Miguel	7	9.5	32	INC	11.5
6	Dandrea, Drew	8	14	29	11	9.5
7	De Cator, Lisa	9	13.5	35	12.5	12

Scores can be numeric or text labels represented by special scores.

Each numeric spreadsheet can have a different letter grade table. This enables you to use different grading rules for sets of tasks or for different terms.

When you create a numeric spreadsheet, you have two choices, either a Weighted or a Total Points type.

The Weighted type spreadsheet uses task types to weight scores when calculating the final spreadsheet grade. Weighted type numeric spreadsheets display a Percent (%) column and a Letter Grade column. You can customize these columns to display one of 10 other statistical transformations of the final spreadsheet grade.

The Total Points spreadsheet calculates the spreadsheet grades based on points received versus points possible. It does not use task types to weight scores when calculating the final spreadsheet grade. The Total Points numeric spreadsheet displays a Points Received column (showing the sum of all points scored by each student for all tasks on the spreadsheet) and a Letter Grade column. You can customize the last two columns to display a percentage or one of 14 other statistical transformations of the final spreadsheet grade.

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Skill

The skill spreadsheet looks like a numeric spreadsheet, except that it does not calculate grades. It shows whether students have acquired certain skills.

	Student Name	CmptncGnrlSkls	CmptncStylstcR	CmndGrmtclMchn	EfctvnsGthrngU	CmptncGnrlSkls
1	Abbasi, Elisa	+	-	+	-	+
2	Bregder, Audrey	+	-	-	-	-
3	Calder, Cara	+	+	+	+	+
4	Castro, Michael	+	-	-	+	+
5	Cortez, Miguel	-	-	-	+	-
6	Dandrea, Drew	+	+	+	-	+
7	De Cator, Lisa	+	+	+	+	+
8	Escobar, Lauren	+	+	+	+	+
9	Gale, Kevin	+	+	+	+	+

Use skill spreadsheets to track student proficiency in specific content areas. Scores are not associated with a numeric value, and spreadsheet grades are not calculated.

Attendance

An attendance spreadsheet records student attendance for the class. Each spreadsheet records attendance day by day, once per day. You can create multiple attendance spreadsheets, if necessary, within a class.

	Student Name	Tue Feb 01 ☒	Wed Feb 02 ☒	Thu Feb 03 ☒	Fri Feb 04 ☒
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

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End Term

The InteGrade Pro software creates an End Term spreadsheet only when you import your class roster file from an administrative system. It stores the data that you send to the main office at the end of a reporting period.

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy
1	Abbasi, Elisa	C-	2	13
2	Bregder, Audrey	D-	3	14
3	Calder, Cara	B-	0	4
4	Castro, Michael	D+	10	5
5	Cortez, Miguel	I	2	4
6	Dandrea, Drew	C+	2	5
7	De Cator, Lisa	B	1	3
8	Escobar, Lauren	A	1	4

The End Term spreadsheet appears as a simplified version of the numeric spreadsheet. The student demographic column displays the same information. Columns record comments, attendance, and final grades replace task score columns.

The End Term spreadsheet reflects any sorting or reordering in the numeric spreadsheet and vice versa. The appearance of your End Term spreadsheet can vary, depending on the administration system and on the mark types your system administrator has set up for you to complete.

The Comments column contains the numbers for the comments printed on the report cards. Most school administrative systems use preset comments identified by numbers. You can use a **comments.txt** file to assist you with entering the comments.

The Attendance column contains the number of absences for each student for the reporting period. Use the Replace Tasks command to total the absences, accessed by clicking on a column title. You can also use the Copy Tasks command from the Tasks menu.

The Final grades column contains the final grades to be printed on the report cards. Each numbered column represents a specific mark type recorded for the reporting period. You should have received instructions regarding the information to enter for each column. It is very important to enter the grades in the correct column.

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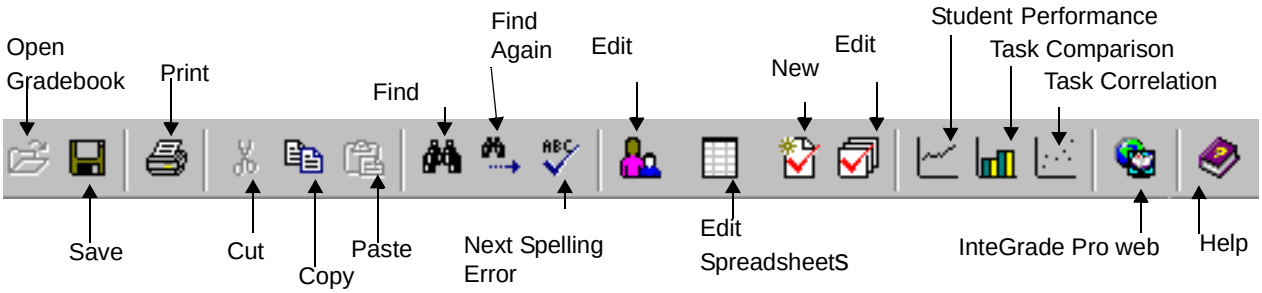
Gradebook

A gradebook keeps track of all the students and classes you teach. The InteGrade Pro software uses one gradebook per teacher, regardless of the number of students or classes taught. If you teach at more than one school, you must have a separate gradebook for each school. A gradebook contains students, classes, special scores, and letter grade tables.

You can have only one gradebook open at a time.

The Toolbar Icons

The following diagram shows the function of each button on the Toolbar.



If your computer has Internet access, you can access the InteGrade Pro web site directly from the toolbar.

Class Viewer

A class viewer displays one spreadsheet for one class. When you open a gradebook file, a viewer opens automatically.

> A class viewer provides a way to switch between classes and between spreadsheets. You can open more than one viewer. For example, each viewer could display a different class. You may open up to 12 class viewers at once.

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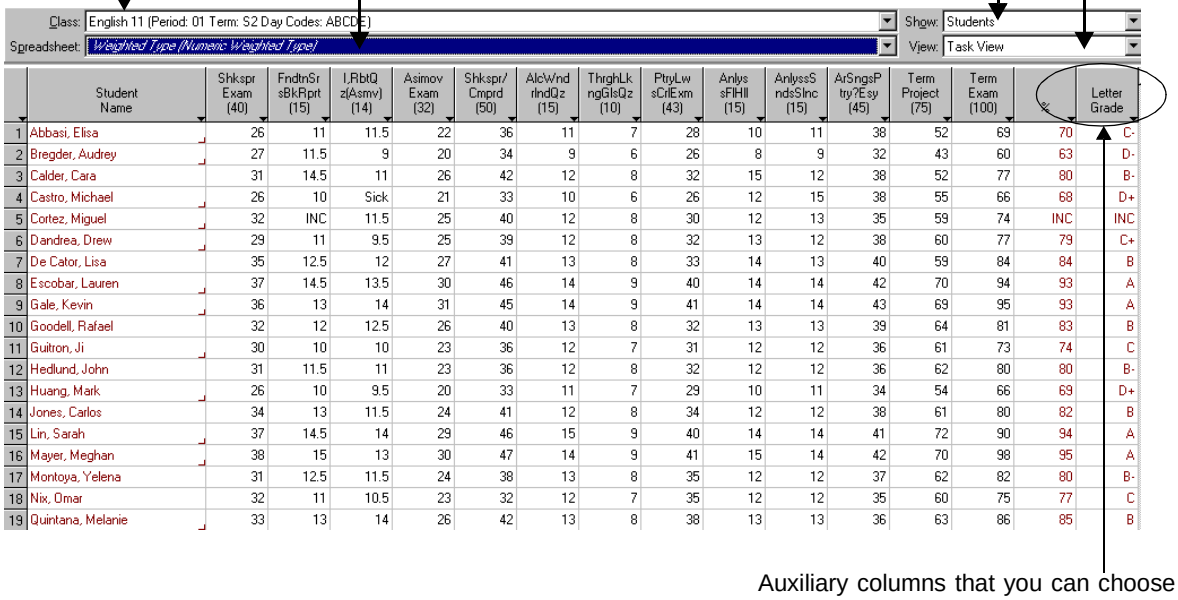
About the InteGrade Pro Software

1. Select a class from the drop-down list.
2. Select any spreadsheet associated with that class.
3. Select what you want to see in this spreadsheet.
4. Select Task or Type.


Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Spreadsheet: Weighted Type (Numeric Weighted Type)
Show: Students
View: Task View

	Student Name	Shkspr Exam (40)	FndtnSr sBkRprt (15)	I,RbtQ z(Asmv) (14)	Asimov Exam (32)	Shkspr/ Cmprd (50)	AlcWnd rIndQz (15)	ThrghLk ngGlsQz (10)	PtryLw sCrlExm (43)	Anlys sFlHll (15)	AnlyssS ndsSInc (15)	ArSngsP try?Esy (45)	Term Project (75)	Term Exam (100)	%	Letter Grade
1	Abbasi, Elisa	26	11	11.5	22	36	11	7	28	10	11	38	52	69	70	C-
2	Bregder, Audrey	27	11.5	9	20	34	9	6	26	8	9	32	43	60	63	D-
3	Calder, Cara	31	14.5	11	26	42	12	8	32	15	12	38	52	77	80	B-
4	Castro, Michael	26	10	Sick	21	33	10	6	26	12	15	38	55	66	68	D+
5	Cortez, Miguel	32	INC	11.5	25	40	12	8	30	12	13	35	59	74	INC	INC
6	Dandrea, Drew	29	11	9.5	25	39	12	8	32	13	12	38	60	77	79	C+
7	De Cator, Lisa	35	12.5	12	27	41	13	8	33	14	13	40	59	84	84	B
8	Escobar, Lauren	37	14.5	13.5	30	46	14	9	40	14	14	42	70	94	93	A
9	Gale, Kevin	36	13	14	31	45	14	9	41	14	14	43	69	95	93	A
10	Goodell, Rafael	32	12	12.5	26	40	13	8	32	13	13	39	64	81	83	B
11	Guitron, Ji	30	10	10	23	36	12	7	31	12	12	36	61	73	74	C
12	Hedlund, John	31	11.5	11	23	36	12	8	32	12	12	36	62	80	80	B-
13	Huang, Mark	26	10	9.5	20	33	11	7	29	10	11	34	54	66	69	D+
14	Jones, Carlos	34	13	11.5	24	41	12	8	34	12	12	38	61	80	82	B
15	Lin, Sarah	37	14.5	14	29	46	15	9	40	14	14	41	72	90	94	A
16	Mayer, Meghan	38	15	13	30	47	14	9	41	15	14	42	70	98	95	A
17	Montoya, Yelena	31	12.5	11.5	24	38	13	8	35	12	12	37	62	82	80	B-
18	Nix, Omar	32	11	10.5	23	32	12	7	35	12	12	35	60	75	77	C
19	Quintana, Melanie	33	13	14	26	42	13	8	38	13	13	36	63	86	85	B

Auxiliary columns that you can choose

If you prefer a clean desktop, open one viewer and use the drop-down lists to switch between classes and between spreadsheets within a class. If you prefer to organize data over several windows you can open multiple viewers and use the organizing commands in the View and Window menus to manage the multiple viewers.

The Show drop-down list lets you turn on or off the Tasks, Students, and Notes areas. For example, when you are creating your task list at the beginning of the year, you might only want to see tasks. If you are entering scores, you might only want to see the students. The drop-down list changes depending on the spreadsheet being viewed.

The View drop-down list – for a Numeric spreadsheet only – lets you toggle between task and task type view. Task view shows the individual tasks. Type view rolls everything into the respective task types (for example, homework or quizzes). This view is ideal for you to quickly see how your class is faring on various tasks.

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You can customize the column headings in the task and student areas. You can turn auxiliary columns on or off and customize their contents. For example, you may choose to see percentage or letter grade, or one of a dozen score transformations. See Customizing Spreadsheet Columns.

Opening Viewers

1. From the View menu, select Open Class Viewer.
2. Select the class you want to view.
3. Click Open. This second viewer might cover your first. Use the Window menu to switch from one viewer to another, or to arrange the viewers on screen. You may also resize and move each viewer so that both are visible at once.

Closing Viewers

Closing a viewer does not affect data already entered. Closing the last viewer closes the gradebook.

1. To close a class viewer, select the viewer you want to close so that it is the active window.
2. From the View menu, select Close Class Viewer. You can also click the Close box in the corner of the window.

Context Menus

Context menus are the shortcut menus that display when you right-click (Windows) or Ctrl-click Macintosh) in certain areas of the viewer.

For example, if you display the context menu in the task area of a spreadsheet, you are presented with two sort options, as well as shortcuts to the New Task and the Edit Task menu items.

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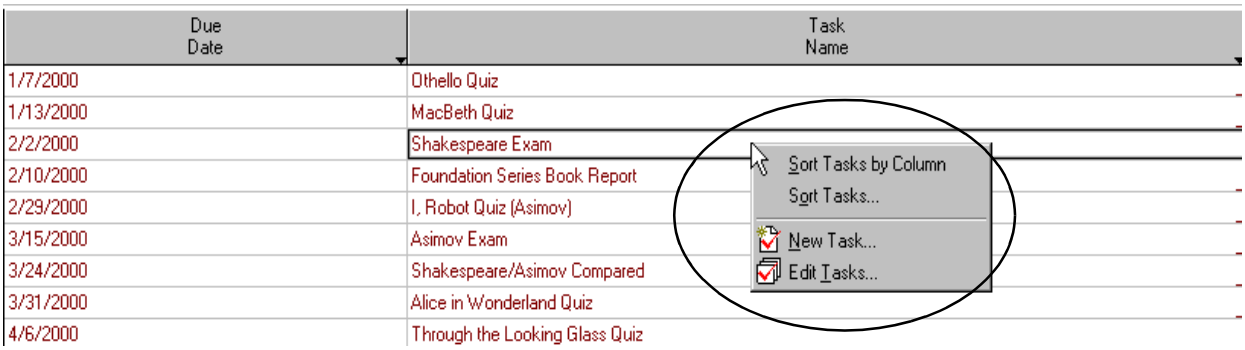
About the InteGrade Pro Software

Context menus are used throughout the InteGrade Pro software. Another example is in the seating chart. If you display the context menu, by right clicking on a desk, you are presented with the options to Fill Chart or Replace Task. You will also see a list of attendance codes.



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Overview of a School Year

At the start of the year, you create a new gradebook, then import a class roster file from your administration database. Although you can create a gradebook manually, you must import a data file if you want to export data back to the office.

Next, you customize the gradebook to suit your teaching methodology by setting up the task types and scoring schemes. You can also import tasks. This may already be set up if you electronically imported your class data.

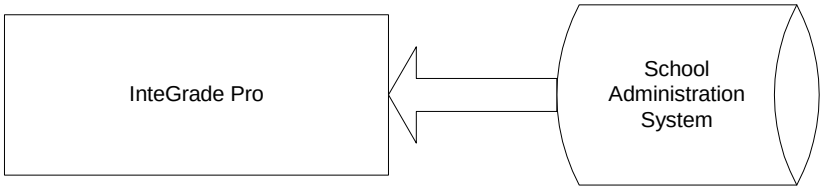
For the remainder of the year, you use the InteGrade Pro software to record student scores on tasks, record student attendance, and print reports.

At the end of each reporting period, you can export data to the school's administration computer for grade reporting.

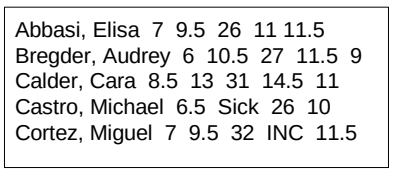
At the end of the school year, you back up and archive your data.

The following diagram is an overview of how you use the InteGrade Pro software at each stage of the reporting period.

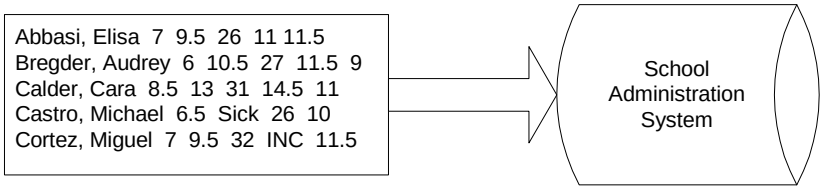
1. Import class roster file from school administration system into InteGrade Pro.



2. Add tasks and scores and notes throughout the reporting period, and take attendance.


Abbasi, Elisa 7 9.5 26 11 11.5
Bregder, Audrey 6 10.5 27 11.5 9
Calder, Cara 8.5 13 31 14.5 11
Castro, Michael 6.5 Sick 26 10
Cortez, Miguel 7 9.5 32 INC 11.5

3. Export your EndTerm spreadsheet to the school administration system at the end of the reporting period.


Abbasi, Elisa 7 9.5 26 11 11.5
Bregder, Audrey 6 10.5 27 11.5 9
Calder, Cara 8.5 13 31 14.5 11
Castro, Michael 6.5 Sick 26 10
Cortez, Miguel 7 9.5 32 INC 11.5
School Administration System

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File Naming Conventions

File Prefixes and Suffixes

Prefixes of File Names

CL
Files created by the administration system are named CLxxxxxx.GRD. The CL prefix designates the file as a **Cl**ass Roster file and the xxxxxx's represent your teacher code. These files contain information on classes and students, and define the End Term spreadsheet.

MK
Files created by the InteGrade Pro software are named MKxxxxxx.GRD. The MK prefix designates the file as a **M**ar**k**s data file and the xxxxxx's represent your teacher code. These files contain information on grades and attendance.

AB
Files created by ABACUSxp are named ABxxxxxx.GRD. The AB prefix designates the file as an **AB**ACUSxp file and the xxxxxx's represent your teacher code. These files contain task information and can be imported into the InteGrade Pro software to record mastery values on the skill spreadsheet.

AT
Test files created by ABACUSxp are named ATxxxxxx.GRD. The AT prefix designates the file as an ABACUSxp file and the xxxxxx's represent your teacher code. These files contain test information and can be imported into the InteGrade Pro software to record test values on the skill spreadsheet.

Suffixes of File Names

.GBF
Gradebook file; for example sample.gbf

.GRD
Class roster files, used in import and export (TSS and Osiris use .GC); for example **cljoanfr.grd**

.BAK
Backup file that preserves a previous version of your gradebook

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A BAK file is a back-up file that preserves the second-to-last version of your gradebook, usually in the InteGrade Pro software program file folder of your hard disk. The BAK file is titled “name of your gradebook file”.BAK. Until you save a gradebook a second time with a new password, the .BAK file version of the saved gradebook does not incorporate new or changed passwords.

See *InteGrade® Pro Administrator’s Guide Version 9.0* for the complete list of files used in importing and exporting to other administration systems.

Working On a Macintosh System

The Macintosh operating system is able to handle both Macintosh and Windows files, but the Windows operating system can handle only Windows files.

As a result, if you are using the system in a mixed environment and plan to open your gradebooks on both Macintosh and Windows systems, **you must name your files according to Windows standards**.

If you always use Windows standards for naming your files – even while working on a Macintosh – the Windows operating system can always handle files from your Macintosh and you will not have to take any additional steps.

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Where to Find More Information

If you have a question about the InteGrade Pro software or need more information, use the online help system or this manual. If you need additional assistance, you can contact NCS Pearson.

Using the Online Help System

The help system contains the information found in this guide in an easy-to-access format. There are two ways to use the help system:

- Choose Contents from the Help menu (Windows) or choose InteGrade Pro Help from the Help menu (Mac). This opens the contents topic and lets you browse the help system or search for specific topics.
- Click the Help button on a screen or press <F1> (or the <Help> key on the Mac). This displays a help topic about that screen with links to topics describing all the procedures that can be performed from that screen.

Technical Support Services

NCS Pearson offers the following services to users with active maintenance agreements:

- InteGrade Pro telephone support, (800) 282-4490.
- InteGrade Pro and SASIxp, (800) 472-7497.
- InteGrade Pro and SASI III, (800) 622-7647.
- InteGrade Pro and CIMS, (800) 736-4357.
- InteGrade Pro and Osiris or Osiris for Elementary Schools, (800) 282-4490.
- The InteGrade Pro software and The School System or The Elementary School System, (800) 282-0355.
- InteGrade Pro and other administration systems, (800) 282-4490.
- E-mail Support – contact support at: support@ncslink.com.
- Training: For information about the training services available from NCS Pearson, or to schedule training, call (800) 736-4357.
- Customer Service: For information about other products available from NCS Pearson call (800) 736-4357 or e-mail us at support@ncslink.com.

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- To submit suggestions for enhancements to the product, e-mail us at integrade@ncslink.com. For information and suggestions, you can also visit our web page at k12.ncspearson.com.
- You can also visit www.integrade.com, a web site devoted to the use of the InteGrade Pro software.

When Requesting Technical Support

Be sure you include the following information when requesting technical support:

- Your site number.
- The version number and platform of the InteGrade Pro software. For example, InteGrade Pro 9.0 for Windows or InteGrade Pro 9.0 for Macintosh.
- Your computer make and model. For example, Dell Dimension XPS 166 or Apple Power Macintosh 6100/60.
- The computer operating system and version number. For example, Windows 98 or Macintosh System 7.5.
- If the product is running on a local area network, the network operating system and version number.

Receiving Support from Other Vendors

If you purchased the InteGrade Pro software from a company other than NCS Pearson, Inc., you should contact that company for technical support. You should have received information on technical support services available from that vendor at the time of purchase as well as upon receipt of the product.

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Installing the InteGrade Pro Software

The InteGrade Pro software and InteGrade Pro Web software are available via download files from the NCS Pearson site at support.ncslink.com. They are also available on the InteGrade Pro installation CD-ROM or from www.integrade.com, a web site devoted to the use of the InteGrade Pro software.

The following sections outline the installation and configuration procedures for the InteGrade Pro software and the InteGrade Pro Web software.

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Introduction

You can install the InteGrade Pro software and either connect to InteGrade Pro Server (to access gradebooks on your school's server) or work with it locally on your computer. You can also use InteGrade Pro Web to access gradebooks remotely. If you wish to use InteGrade Pro Web to access gradebooks from a remote computer, you do not need to install the InteGrade Pro software. You can use InteGrade Pro Web as long as you have an Internet connection and an appropriate browser level.

InteGrade Pro 9.0 software can be installed regardless of whether you have a previous version of InteGrade Pro installed on your system.

Authorization Settings

If you choose to install the InteGrade Pro software (rather than simply using the InteGrade Pro Web software), you will need to have authorization information available.

The authorization information includes the Licensee Name, the Site Number and the Authorization Key. This information is available from your system administrator.

General Installation Information

The InteGrade Pro Software

You can use the InteGrade Pro software as a stand-alone product or on a remote computer that connects to the InteGrade Pro Server software. The functionality which allows the InteGrade Pro software to connect to the InteGrade Pro Server software can be turned on and off with a setting in the Preferences menu of InteGrade Pro.

The InteGrade Pro Web Software

The InteGrade Pro Web software does not require you to install any InteGrade Pro software on your system. Once the InteGrade Pro Server software is installed and configured at your school, a remote computer with Internet connectivity can connect using the school's web server URL and a user ID and password, assigned by your system administrator.

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Before You Begin

The computer on which you wish to install the InteGrade Pro software must have one of the following:

- A CD-ROM drive.
- Internet access for downloading the installation files.
- The computer must be connected directly (via cables) to your school's network.

If your computer only has a floppy drive, ask your system administrator for a set of InteGrade Pro installation diskettes.

Installing the InteGrade Pro Software

This procedure is used for installing the InteGrade Pro software on a stand-alone computer or on a computer that connects to the InteGrade Pro Server software. The same procedure can be used for both Macintosh and Windows installations.

Installing from the InteGrade Pro Installation CD

1. Start your computer.
2. Insert the InteGrade Pro installation CD. The CD runs automatically and displays a list of options.
3. Select Install InteGrade Pro 9.0.
4. Follow the instructions in the installation wizard.
5. When the Authorize InteGrade Pro screen appears, enter the Licensee Name, Site Number and Authorization Key. This information is available from your system administrator.
6. Click Authorize Now. Authorization will be completed.
7. When you see the "Registration complete!" message, click OK.
8. On the Finished screen, click Close. The Readme help file will be displayed. It is recommended that you read the information in this file carefully as it contains last-minute important installation and configuration information.

On Windows systems, once you have finished installing, an InteGrade Pro icon will be placed on the Windows desktop. On Macintosh, you must create an icon manually.

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Installing from the Web Download

1. Start the computer and connect to the Internet.
2. Go to support.ncslink.com.
3. Go the Downloads page and select and run the appropriate InteGrade Pro download.
4. Select a location on your hard drive for the download file (for example, the C:\Temp folder or the desktop).
5. Navigate to the folder to where the installation file was downloaded.
6. Double-click the installation file.
7. Follow the instructions in the installation wizard.
8. When the Authorize InteGrade Pro screen appears, enter the Licensee Name, Site Number and Authorization Key. This information is available from your system administrator.
9. Click Authorize Now. Authorization will be completed.
10. When you see the “Registration complete!” message, click OK.
11. On the Finished screen, click Close. The Readme help file will be displayed. It is recommended that you read the information in this file carefully as it contains last-minute important installation and configuration information.

On Windows systems, once you have finished installing, an InteGrade Pro icon will be placed on the Windows desktop. On Macintosh, you must create an icon manually.

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Installing the InteGrade Pro Web Software

A remote computer that will be using the InteGrade Pro Web software to access gradebooks on the school's server requires the following:

- It must use an Internet browser that meets the minimum system requirements (See About the InteGrade Pro Software on page 1.).
- It must have a connection to the Internet (dial-up, cable, etc.)
- The Internet browser should be set to JavaScript enabled (performance is optimal when JavaScript is enabled).
- The browser must be set to accept cookies.

Once these conditions have been met, users should refer to this guide for information on logging in to the web and working with gradebooks.

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Working with Gradebooks

After you have installed the InteGrade Pro® software, you must complete some settings. Once you have completed these settings, learning how to open your gradebooks is the next step. The procedure for opening gradebooks is different depending on the configuration selections you make the first time you run the InteGrade Pro software.

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Important InteGrade Pro Features

The information in this section does not apply if you are using the InteGrade Pro software as a stand-alone product (storing gradebooks only locally on your computer). This section is only applicable to those users who connect to the InteGrade Pro Server software.

When you use the InteGrade Pro software in conjunction with the InteGrade Pro Server software, there are a number of important features of which you should be aware.

Messages

If you are working on a computer that connects to the InteGrade Pro Server software at your school, each time you open a gradebook the system connects to the InteGrade Pro Server software, updates the gradebook with any new information and downloads the gradebook to your computer. During this process, the Download Gradebook window displays new messages (bulletins) created by the InteGrade Pro system administrator.

To view messages (Windows and Macintosh Users):

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Open a gradebook on a server and click OK.
3. On the Open gradebook screen, double-click the server to which you wish to connect. This is where your gradebooks are stored.
4. Enter your user ID and password for the server connection and click OK. When the connection is made, a list of available folders and gradebooks will be displayed.
5. Open a gradebook. The gradebook is opened and a screen displaying the download status and all new messages is displayed. Read the messages and click on any links within the messages.
6. Once the download is complete and you have finished reading the messages, click OK. The gradebook is opened and the last spreadsheet edited displays.

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Passwords

You can have two different types of passwords with the InteGrade Pro software.

Network Passwords

If you work on gradebook files stored remotely on the school's server, you need a password for connecting to the InteGrade Pro Server software. This password is initially assigned by your system administrator. It protects your remotely-stored gradebooks.

Gradebook Passwords

The other type of password used with the InteGrade Pro software is a gradebook password. This password is for protecting gradebooks stored locally on your computer.

You can change both types of passwords using options on the Setup menu in the InteGrade Pro software. When you select the Password option off of the Setup menu, you see a series of Password wizard screens that walk you through adding, removing or changing your password. The screens in the wizard vary depending on the gradebook you are working on. If you are working on a locally-stored gradebook, the Password wizard enables you to assign or remove a gradebook password. If you are working on a remotely-stored gradebook, the Password wizard enables you to change your network login password.

For detailed instructions on adding or removing a gradebook password, see Working Securely.

Starting the InteGrade Pro Software

Starting the InteGrade Pro Software for the First Time

The procedure for opening the InteGrade Pro software the first time is different from the procedure used for opening the InteGrade Pro software all subsequent times.

The first time you run the InteGrade Pro software you are given the option of indicating whether you will be using it as a stand-alone (only storing gradebooks locally) or whether you will be connecting to the InteGrade Pro Server software (storing gradebooks remotely).

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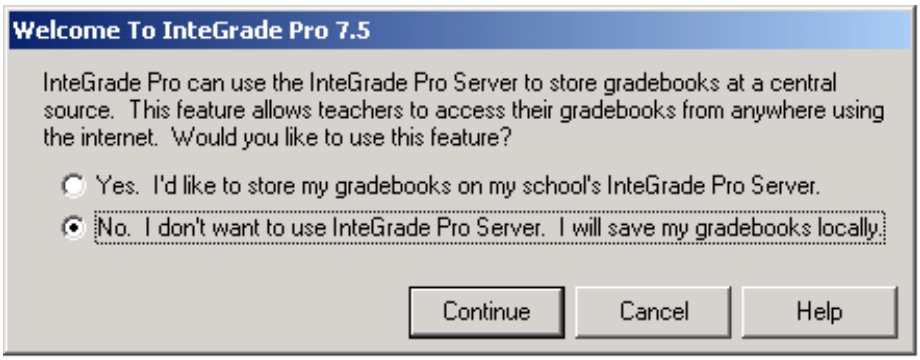
Starting Without the InteGrade Pro Server Software

Use this procedure to open the InteGrade Pro software the first time only **if you will not** connect to the InteGrade Pro Server software. This procedure configures your system to run as a stand-alone or to run on the school's LAN without using the InteGrade Pro Server software.

1. Open the InteGrade Pro software. You see the following screen:


Welcome To InteGrade Pro 7.5
InteGrade Pro can use the InteGrade Pro Server to store gradebooks at a central source. This feature allows teachers to access their gradebooks from anywhere using the internet. Would you like to use this feature?
Yes. I'd like to store my gradebooks on my school's InteGrade Pro Server.
No. I don't want to use InteGrade Pro Server. I will save my gradebooks locally.
Continue
Cancel
Help

2. Select No. This indicates that you are installing without connectivity to the InteGrade Pro Server software.
3. Click Continue. The InteGrade Pro banner screen is displayed.
4. Select Open a gradebook on your computer and click OK. The Open screen is displayed.
5. Click Cancel. This completes the requirements for the first-time startup of the InteGrade Pro software.

Starting with the InteGrade Pro Server Software

Use this procedure to open the InteGrade Pro software the first time only **if you will be** connecting to the InteGrade Pro Server software. This procedure configures your system to store gradebooks remotely on the school's server.

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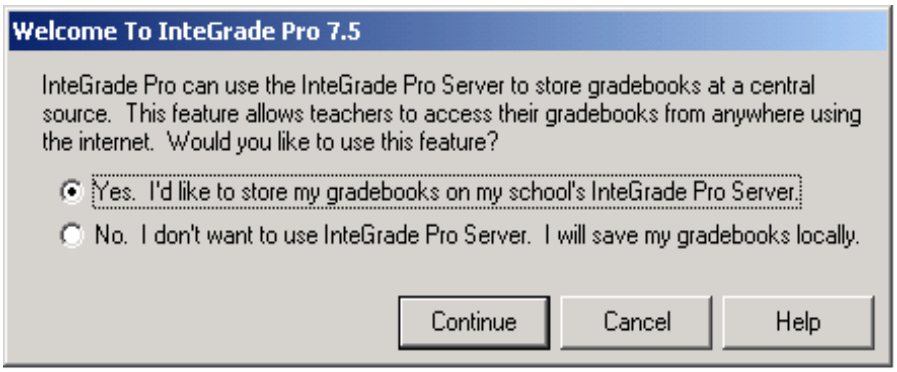
1. On the computer desktop, double-click the InteGrade Pro software icon. You see the following screen:


Welcome To InteGrade Pro 7.5
InteGrade Pro can use the InteGrade Pro Server to store gradebooks at a central source. This feature allows teachers to access their gradebooks from anywhere using the internet. Would you like to use this feature?
Yes. I'd like to store my gradebooks on my school's InteGrade Pro Server.
No. I don't want to use InteGrade Pro Server. I will save my gradebooks locally.
Continue
Cancel
Help

2. Select Yes. This indicates that you are installing on a computer that will connect to the InteGrade Pro Server software at school.
3. Click Continue. The InteGrade Pro banner screen is displayed.
4. Select the Open a gradebook on a server option and click OK. The Open Gradebook screen appears.

   To see a description of the parts of the Open Gradebook screen, click the Help button.
5. At this point teachers must add server connectivity so that the computer can connect to the InteGrade Pro Server software.
6. See the online Help and this guide for instructions on connecting to the remote server and opening and closing gradebooks.

Starting the InteGrade Pro Software (After the First Time)

If you are starting the InteGrade Pro software for the first time, refer to the procedures in the preceding sections. These procedures are for starting the InteGrade Pro software after the first time.

Starting Without the InteGrade Pro Server software

For all subsequent times that you open the InteGrade Pro software, do the following.

1. Double-click the InteGrade Pro software icon.
2. On the InteGrade Pro banner screen, select Open a gradebook on your computer and click OK.
3. On the Open screen, select a gradebook file and click Open.

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Starting With the InteGrade Pro Server software

For all subsequent times that you open the InteGrade Pro software, do the following.

1. Be sure you are connected to the Internet.
2. Double-click the InteGrade Pro software icon. The InteGrade Pro banner screen is displayed.
3. On the InteGrade Pro banner screen, select Open a Gradebook on a Server and click OK. The Open Gradebook screen appears.
4. See the online Help or the guide for instructions on connecting to the server and opening and closing gradebooks.

Turning Connectivity to the InteGrade Pro Server Software On and Off

The functionality for connecting to the InteGrade Pro Server software can be turned on and off using the Preferences screen on the Edit menu in the InteGrade Pro software. This feature is useful if you originally installed the InteGrade Pro software *without* connectivity to the InteGrade Pro Server software and then you decide to connect to your school's server.

To turn the InteGrade Pro Server software connectivity on or off:

1. Open the InteGrade Pro software.
2. Go to the Edit menu and select Preferences.
3. Select or clear the *Use InteGrade Pro Server* checkbox. If you are turning connectivity on, the next time you open the InteGrade Pro software you will need a user ID, password, and server address, which you can get from your system administrator.
4. Close the InteGrade Pro software. The changes you made will take effect the next time you open the InteGrade Pro software.

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Starting the InteGrade Pro Web Software

For instructions on starting and using InteGrade Pro Web, see *InteGrade® Pro Web User's Guide Version 8.0*.

Opening Gradebooks on Your Computer

This procedure is for users who do not connect to the InteGrade Pro Server software. It describes opening gradebooks stored locally on your computer.

> Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you will get a message indicating so. You may view the file but if you make any changes and save the file, it cannot be opened using earlier versions of the InteGrade Pro software.

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Open a gradebook on your computer and click OK.
3. Select the folder on your computer where the gradebook is stored.
4. Click on a gradebook file name.
5. Click Open. The gradebook opens and the last spreadsheet edited is displayed.

Opening Gradebooks on the School's Server

The information and procedures that follow are for users who connect to the InteGrade Pro Server software.

> Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you will get a message indicating so. You may view the file but if you make any changes and save the file, it may not be re-opened using earlier versions of the InteGrade Pro software.

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Preparing the InteGrade Pro Software to Access Gradebooks on the School's Server

To access gradebooks stored on your school's server, you must prepare your system to connect to the school server. Once you have set up server access, you can open gradebooks on that server.

> You only need to complete the procedures in this section once for each server to which you wish to connect. Once you have completed these procedures, follow the directions in the section titled Opening a Gradebook Stored on Your School's Server.

To connect to the InteGrade Pro Server software:

- You must be able to connect to the school's server.
- Your school must be using the InteGrade Pro Server software.
- You must have a User ID and Password from your system administrator.
- You must have the school's server IP address or URL information at hand. This information is either in an e-mail sent to you by your system administrator or is available by contacting your administrator.
- You must set up at least one server in your InteGrade Pro software so that you can access gradebooks on that server.

If you do not have all of this information, speak to your system administrator. Each of these items is described in more detail below.

Connecting to the Server

When you choose to connect your computer to your school's server, you must have a means of communicating with the server. If you are using a computer at school that is connected to the server, you are probably connected via network cables.

If you are working on a computer at home, you need some other means of connecting to the remote server at your school. You can use an Internet connection that uses either your telephone line or cable connection.

Is Your School Using the InteGrade Pro Server Software?

Ask your system administrator if your school is using the InteGrade Pro Server software. You may already know this if you have received an e-mail containing your user ID and password as well as server address information.

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User ID, Password and Server Address Information

You can access gradebooks remotely on your school's server if the school's system administrator has installed the InteGrade Pro Server software and set you up as a user with access to gradebooks.

When your system administrator configures the InteGrade Pro Server software, he or she adds you as a user and creates a user ID and password for you. Your system administrator also assigns access to gradebooks.

This illustration shows a Server Connection e-mail:

Hello John Smith:

You have now been registered as a user of an InteGrade Pro Server. This means that you may access remotely stored gradebooks using either InteGrade Pro 7.5 or later or InteGrade Pro Web. In order to gain access to the server, you have been assigned a user id and password as shown below. This user id and password is the same regardless of which method you use to access the server (InteGrade Pro or InteGrade Pro Web):

User ID: jsmith
Password: password

To Access the Server using InteGrade Pro Client:

You must install InteGrade Pro 7.5 or later on your computer. The first time you open the InteGrade Pro software on that computer, you must select the option that allows you to access gradebooks on a remote computer. You must then add server information (see help topic Adding InteGrade Pro Server Access) if you have not already done so.

You can give the new server any Server Name you wish. The server Address must be set to: "172.16.5.32:3737".

To Access the Server user InteGrade Pro Web:

You must ensure you have an appropriate Web browser installed on your computer and you must have a connection to the Internet that operates at a minimum of 28.8 kbps.
When you open your Web browser, type in the following address: http://172.16.5.32:8080.
Note that if you are using InteGrade Pro Web, you must first create the gradebook and all of your classes and students using InteGrade Pro . Gradebooks, classes and students cannot be created using InteGrade Pro Web.

If you did not receive an e-mail like this, contact your system administrator for this information.

Once you have your user ID, password and school server's address information, you can create a connection to your school's server.

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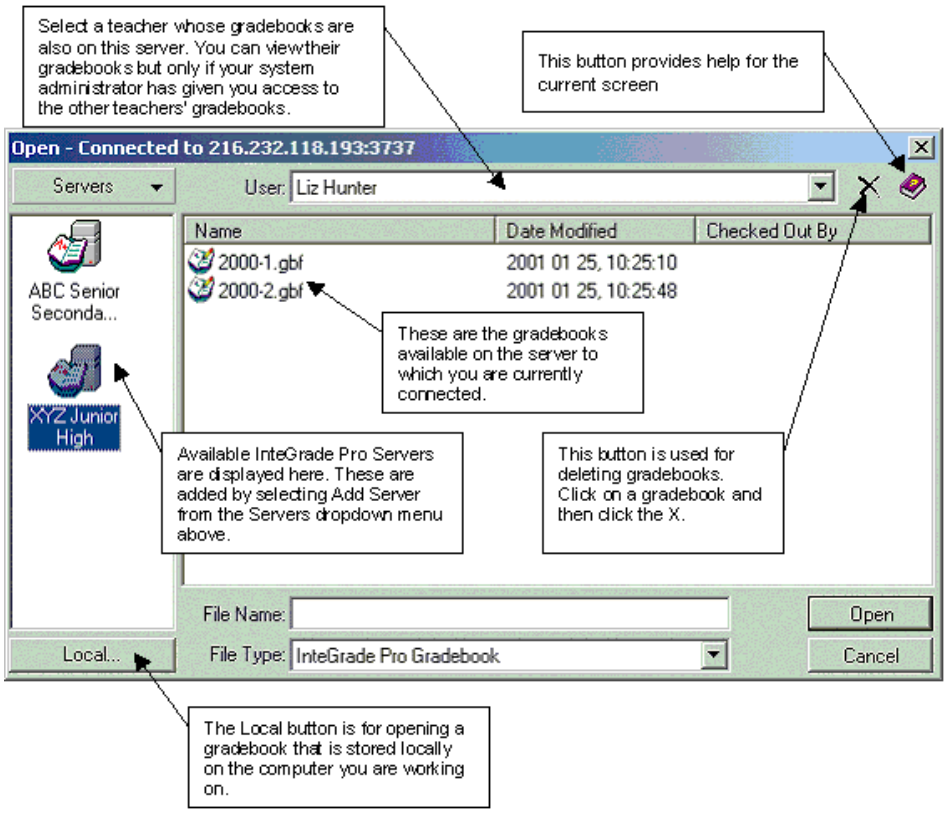
Adding Server Access – Windows Users

When working on gradebooks remotely you need to have at least one server connection configured in your InteGrade Pro software. The connection, which is added using the Open Gradebook screen, allows you to connect to a school's InteGrade Pro network where gradebooks are stored. Each time you open a gradebook, you connect to the school's server and then select the gradebook to open.

Some teachers require connections to more than one remote InteGrade Pro Server computer. For example, teachers who work at more than one school may need to connect to the server for each school when they want to update their gradebooks.

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software.
3. From the InteGrade Pro banner screen, select Open a gradebook on a server and click OK. The Open Gradebook screen is displayed. This is where you add and remove server access, and open gradebooks.


Select a teacher whose gradebooks are also on this server. You can view their gradebooks but only if your system administrator has given you access to the other teachers' gradebooks.
This button provides help for the current screen
Open - Connected to 216.232.118.193:3737
Servers
User: Liz Hunter
Name
Date Modified
Checked Out By
2000-1.gbf
2001 01 25, 10:25:10
2000-2.gbf
2001 01 25, 10:25:48
ABC Senior Seconda...
XYZ Junior High
These are the gradebooks available on the server to which you are currently connected.
Available InteGrade Pro Servers are displayed here. These are added by selecting Add Server from the Servers dropdown menu above.
This button is used for deleting gradebooks. Click on a gradebook and then click the X.
File Name:
Open
Local...
File Type: InteGrade Pro Gradebook
Cancel
The Local button is for opening a gradebook that is stored locally on the computer you are working on.

4. Click the Servers dropdown menu at the top left of the screen.

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5. Click Add Server.
6. In the Server Name box, enter a name for this server.

   The server name can be any name you want for the connection you are configuring. The name appears with an icon in the left hand side of the Open Gradebook screen. This name should be something that helps you to identify which server the connection is for. For example, if you work at two different schools, you would probably use the school names as the server names.
7. In the *Address* field, enter either an IP address or URL of the server.

   The address is either in the format of 999.999.999.999:9999 or www.xxxxxxxxx.xxx:9999, where the characters to the left of the colon represent the address of the server and the numbers to the right of the colon represent the port number to which you will connect when you access the server.

   If you do not know the address or did not receive an e-mail with this information, contact your system administrator.
8. Click Add to add the new server information. A new icon appears in the left hand side of the Open Gradebook screen.
9. Double-click on the new Server icon to ensure that you can connect. Your computer uses either your network connection (if you are at school) or uses your pre-configured Internet connection (if you are working at home or elsewhere).
10. Enter your user ID and password.
11. If you are working at more than one school, you can set up access to another school by adding another server.

Adding Server Access – Macintosh Users

When working on gradebooks remotely you need to have at least one server connection configured in your InteGrade Pro software. The connection, which is added to the Open Gradebook screen, allows you to connect to a school's InteGrade Pro network where gradebooks are stored. Each time you open a gradebook, you connect to the school's server and then select the gradebook to open.

Some teachers require connections to more than one remote InteGrade Pro Server computer. For example, teachers who work at more than one school may need to connect to the server for each school when they wish to update their gradebooks.

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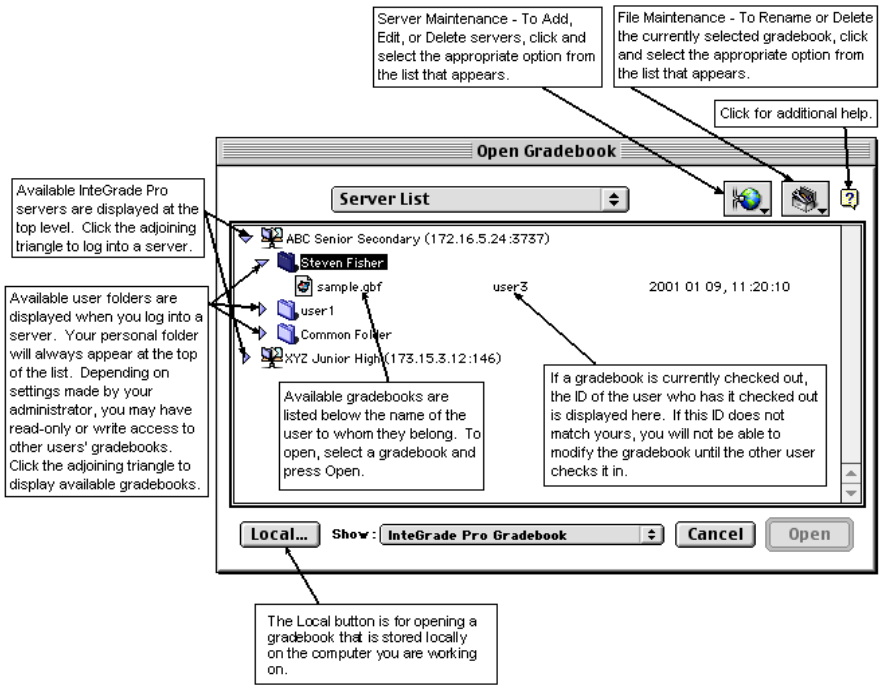
1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software.
3. From the InteGrade Pro banner screen, select Open a gradebook on a server and click OK. The Open Gradebook screen is displayed. This is where you add and remove server access, and open gradebooks.


Server Maintenance - To Add, Edit, or Delete servers, click and select the appropriate option from the list that appears.
File Maintenance - To Rename or Delete the currently selected gradebook, click and select the appropriate option from the list that appears.
Click for additional help.
Open Gradebook
Server List
Available InteGrade Pro servers are displayed at the top level. Click the adjoining triangle to log into a server.
ABC Senior Secondary (172.16.5.24:3737)
Steven Fisher
sample.gbf
user3
2001 01 09, 11:20:10
user1
Common Folder
XYZ Junior High (173.15.3.12:146)
Available user folders are displayed when you log into a server. Your personal folder will always appear at the top of the list. Depending on settings made by your administrator, you may have read-only or write access to other users' gradebooks. Click the adjoining triangle to display available gradebooks.
Available gradebooks are listed below the name of the user to whom they belong. To open, select a gradebook and press Open.
If a gradebook is currently checked out, the ID of the user who has it checked out is displayed here. If this ID does not match yours, you will not be able to modify the gradebook until the other user checks it in.
Local...
Show:
InteGrade Pro Gradebook
Cancel
Open
The Local button is for opening a gradebook that is stored locally on the computer you are working on.

4. Click the Maintain Servers icon in the upper right of the screen.
5. Click Add Server.
6. In the *Server Name* box, enter a name for this server.

   The server name can be any name. The name appears with an icon in the left side of the Open Gradebook screen. This name should be something that helps you identify which server the connection is for. For example, if you work at two different schools, you would probably use the school names as the server names.

7. In the *Address* field, enter either an IP address or URL of the server.

   The address is either in the format 999.999.999.999:9999 or www.xxxxxxxxx.xxx:9999, where the characters to the left of the colon represent the address of the server and the numbers to the right of the colon represent the port number to which you will connect when you access the server.

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If you do not know the address or did not receive an e-mail with this information, contact your system administrator.

8. Click Add to add the new server information. A new icon appears on the left of the Open Gradebook screen.
9. Double-click the server icon to ensure that you can connect. Your computer uses either your network connection (if you are at school) or your pre-configured Internet connection (if you are working at home or elsewhere).
10. Enter your user ID and password that your system administrator gave to you.
11. If you are working at more than one school, you can set up access to another school by adding another server.

Opening a Gradebook on the Server – Windows and Macintosh Users

This procedure is for opening gradebooks on your school's server. You can only complete this procedure after you have set up access to the school's server (see Adding Server Access – Windows Users).

Once server access has been set up, you can use this procedure on a regular basis for opening gradebooks on the server.

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software.
3. Select Open a gradebook on a server.
4. On the Open Gradebook screen, double-click a Server to connect to it.
5. After double-clicking the Server icon, you are asked to enter your user ID and password. This is the user ID and password assigned to you by your system administrator.
6. Once you have successfully entered a correct user ID and password, a list of available gradebook files is displayed on the right hand side of the Open Gradebook screen.
7. If you are working on a Macintosh system, a list of available folders will be displayed and you will have to double-click the desired folder to display a list of gradebooks available in that folder. If there are no files displayed, speak to your system administrator.

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8. Click on the gradebook file you wish to use and click Open. The system updates the gradebook with changes from the administration system and downloads the file to your computer. The update takes place on the Download Gradebook screen where you can also view messages created by your system administrator.
9. Once the download of the gradebook is complete, click OK to open the gradebook.

Viewing Another Teacher's Gradebooks – Windows and Macintosh Users

If system administrator has granted you access to other teachers' gradebooks, you can open and view gradebooks for those teachers.

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software and select Open a gradebook on a server.
3. Double-click a server and log in.
4. From the Teacher dropdown list, select the name of the teacher whose gradebooks you want to see. If a teacher is not displayed there, you do not have access to that teacher's gradebooks. Speak to your system administrator.

   If you are working on a Macintosh system, other teachers' folders are displayed under the server name and you can double-click on the desired folder.
5. Select the gradebook you want to view and click Open. The gradebook opens. Depending on the type of access you have, you may or may not be able to make changes to the information. This is controlled by your system administrator.

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Opening Gradebooks Locally – Windows and Macintosh Users

Even if you configured your system to access gradebooks stored remotely on your school's server, you can still save and open a gradebook locally if you wish, using this procedure.

> Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you get a message indicating so. You can view the file but if you make any changes and save the file, you cannot open it using earlier versions of the InteGrade Pro software.

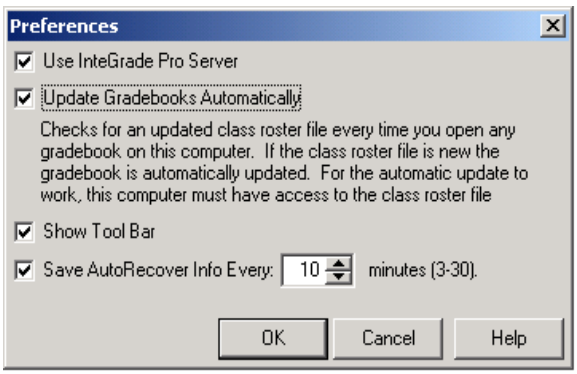
1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Open a gradebook on your computer and click OK.
3. On the Open screen, select the folder on your computer where the gradebook is stored.
4. Click a gradebook file name.
5. Click Open. The gradebook opens and the last spreadsheet edited will is displayed.

Saving Gradebooks

Saving Automatically

You can choose to have your data saved automatically at regular intervals.

1. From the Edit menu, select Preferences.


Preferences
Use InteGrade Pro Server
Update Gradebooks Automatically
Checks for an updated class roster file every time you open any gradebook on this computer. If the class roster file is new the gradebook is automatically updated. For the automatic update to work, this computer must have access to the class roster file
Show Tool Bar
Save AutoRecover Info Every: 10 minutes (3-30).
OK
Cancel
Help

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2. Select how often you want your gradebook saved. You can choose any interval from 3–30 minutes.
3. Click OK. These autosaved gradebooks are saved locally regardless of whether you normally connect to the InteGrade Pro Server software or not.

Saving Gradebooks with Another Name or in Another Location – Windows and Macintosh Users

Use this procedure to save a gradebook with a different name or to save the gradebook to a different location (for example, saving a locally-stored gradebook to the school's server).

1. Be sure you are connected to the Internet.
2. Open the gradebook.
3. On the File menu, select Save As.
4. On the Save As screen,
   - If you are saving an existing gradebook locally but with another name, click the Local button. This will take you to the regular Save As screen where you can select a new folder location and type in a new name for the gradebook.
   - To save the gradebook back to the remote server but with a different name, connect to the server, enter the name in the Name field and click Save. The gradebook will be saved with the new name on the currently connected remote server.
   - To save the gradebook to a different server, you must have already set up server access. Once the server has been added, you can double click on it to connect to it and then save the gradebook in the desired folder on that server.

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Closing Gradebooks

Closing a Gradebook on Your Computer

1. From the File menu, select Close Gradebook.
2. If you are asked to save changes, click Yes to save changes.
3. The gradebook is saved locally on your computer to the same folder from which it was opened.

Closing a Gradebook on the InteGrade Pro Server Software

If you are storing gradebooks remotely on your school's server, closing a gradebook does two things: It saves changes to the gradebook and copies the gradebook to your school's InteGrade Pro Server software.

1. From the File menu, select Close Gradebook.
2. If you are asked to save changes, click Yes. The gradebook is saved and copied back to your school's server.
3. Open another gradebook or select Exit from the File menu to leave the system.

Reverting to an Earlier Version of the Gradebook

From the File menu, select Revert to Saved. The current version closes and the last version that you saved opens.

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Creating Gradebooks - Windows Users

If you would like to create a gradebook template to be used each time a a new gradebook is created, see Using Gradebook Templates on page 51.

Creating a New Gradebook on Your Computer

This procedure is for Windows users who **do not connect** to the InteGrade Pro Server software.

Creating a New Gradebook on Your Computer Using Class Rosters

1. Open the InteGrade Pro software and on the InteGrade Pro banner screen, select Create a new gradebook. The first screen of the new gradebook wizard is displayed.
2. Click Next.
3. Select Create using class rosters and click Next.
4. Click Next after reading about creating a gradebook using class rosters. The Import File screen is displayed.
5. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
6. Click Open. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
7. Click Next.
8. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
9. Use Set Password to assign a password to the gradebook. See About Passwords for more information.
10. Click Save. The class roster information is imported into the new gradebook file and the Save As screen is displayed.
11. Select the folder to store the gradebook in and in the *File Name* field enter a name for the new gradebook.
12. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

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Creating a New Gradebook on Your Computer Without Classes or Students

1. Open the InteGrade Pro software and on the InteGrade Pro banner screen, select Create a new gradebook and click OK. The first screen of the new gradebook wizard is displayed.
2. Click Next.
3. Select Create without classes or students and click Next.
4. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
5. Use Set Password to assign a password to the gradebook. See About Passwords for more information.
6. Click Save. The new blank gradebook will be created and the Save As screen will be displayed.
7. Select the folder to store the gradebook in and in the *File Name* field enter a name for the new gradebook.
8. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating a Gradebook on the InteGrade Pro Server

This procedure is for Windows users who connect to the InteGrade Pro Server software.

With this procedure you can create a gradebook at the beginning of the reporting period or any time throughout the reporting period. The new gradebook automatically imports available class roster file information and the gradebook is stored remotely on your school's server.

1. Be sure your Internet connection is active.
2. Open the InteGrade Pro software.
3. On the InteGrade Pro banner screen, select Create a new gradebook and click OK.
4. Click Next on the first screen of the New Gradebook wizard. The New Gradebook screen appears.
5. On the New Gradebook screen, double-click the Server icon where you want to save the new gradebook. If you do not have any servers configured, see Adding InteGrade Pro Server Access at the beginning of this chapter.

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6. Log in to the server with your user ID and password. If you have forgotten these, speak to your system administrator. Once you are successfully logged onto the school server, available gradebooks are displayed.
7. In the *File Name* field, enter a name for the new gradebook. Make sure the name is unique.
8. Click New. The system downloads import files and the next screen in the New Gradebook wizard is displayed.
9. Enter your name in the *Teacher Name* field. This name is used on reports and e-mails.
10. Enter the *Incomplete Symbol* value. This is the symbol to be used for identifying incomplete scores.
11. Click Save. The gradebook is created, class roster files are imported and the gradebook is displayed in the class viewer.

Creating a Gradebook Locally When Connected to the InteGrade Pro Server Software

This procedure is for Windows users who normally connect to the InteGrade Pro Server software but wish to save a gradebook locally.

You can create the new gradebook using class rosters exported from your administration system or you can create the new gradebook without students or classes. Select one of the following procedures.

Creating a New Gradebook Locally Using Class Rosters

1. Open the InteGrade Pro software. You do not need to be connected to the Internet for this procedure.
2. On the InteGrade Pro banner screen, select Create a new gradebook and click OK.
3. On the first screen of the New Gradebook wizard, read the information and click Next.
4. Click the Local button.
5. Select Create using class rosters and click Next.
6. Click Next after reading about creating a gradebook using class rosters. The Import File screen is displayed.

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7. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
8. Click Open. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
9. Click Next.
10. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
11. Use Set Password to assign a password to the gradebook. See About Passwords for more information.
12. Click Save. The class roster information is imported into the new gradebook file and the Save As screen is displayed.
13. Select the folder to store the gradebook in and in the *File Name* field enter a name for the new gradebook.
14. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating a New Gradebook Locally Without Classes or Students

1. Open the InteGrade Pro software. You do not need to be connected to the Internet for this procedure.
2. On the InteGrade Pro banner screen, select Create a new gradebook and click OK.
3. On the first screen of the New Gradebook wizard, read the information and click Next.
4. Click the Local button.
5. Select Create without classes or students and click Next.
6. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
7. Use Set Password to assign a password to the gradebook. See About Passwords for more information.

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8. Click Save. The new blank gradebook is created and the Save As screen is displayed.
9. Select the folder to store the gradebook in and in the *File Name* field enter a name for the new gradebook.
10. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating Gradebooks – Macintosh Users

If you would like to create a gradebook template to be used each time a a new gradebook is created, see Using Gradebook Templates on page 51.

Creating a New Gradebook on Your Computer

This procedure is for Macintosh users who do not use the InteGrade Pro Server software. When you first opened the InteGrade Pro you selected an installation option. If you selected to save gradebooks locally, use this procedure to create gradebooks.

Creating a New Gradebook on Your Computer Using Class Rosters

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Create a new gradebook and click OK. The first screen of the new gradebook wizard is displayed.
3. Click Next.
4. Select Create using class rosters and click Next.
5. Click Next after reading about creating a gradebook using class rosters. The Import File screen is displayed.
6. Select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
7. Click Open. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
8. Click Next.
9. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.

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10. Use Set Password to assign a password to the gradebook. See About Passwords for more information.
11. Click Save.
12. Select the folder to store the gradebook in and in the *Save file name* field enter a name for the new gradebook.
13. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating a New Gradebook on Your Computer Without Classes or Students

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Create a new gradebook and click OK. The first screen of the new gradebook wizard is displayed.
3. Click Next.
4. Select Create without classes or students and click Next.
5. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
6. Use Set Password to assign a password to the gradebook. See About Passwords for more information.
7. Click Save.
8. Select the folder to store the gradebook in and in the *Save file name* field enter a name for the new gradebook.
9. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating a New Gradebook on the InteGrade Pro Server Software

This procedure is for Macintosh users who connect to the InteGrade Pro Server software.

With this procedure you can create a gradebook at the beginning of the reporting period or any time throughout the reporting period. The new gradebook automatically imports available class roster file information and the gradebook is stored remotely on your school's server.

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1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Create a New Gradebook and click OK.
3. Click Next on the first screen of the New Gradebook wizard. The Create Gradebook screen appears.
4. On the Create Gradebook screen, double-click a Server icon where you wish to save the new gradebook. If you do not have any servers configured, see Setting up Access to InteGrade Pro Server.
5. Log in to the server with your user ID and password. If you have forgotten these, speak to your system administrator. If this is your first time logging in, you may be prompted to change your password. Once you have successfully logged onto the school server, all the folders to which you have access are displayed. These include your folder and the "Common Folder" (stores all the template files). Navigate to the folder you wish to store the new gradebook file in.
6. In the *Save File Name* field, enter a name for the new gradebook. Make sure the name is unique.
7. Click Save. The system downloads import files and the next screen in the New Gradebook wizard is be displayed.
8. Enter your name in the *Teacher Name* field. This name is used on reports and e-mails.
9. Enter the *Incomplete Symbol*. This is the symbol to be used for identifying incomplete scores.
10. Click Save. The gradebook is created, class roster files imported and the gradebook is displayed in the class viewer.

Creating a New Gradebook Locally

This procedure is for Macintosh users. Use it only if you configured the InteGrade Pro software to connect to the school's server but you wish to save a gradebook locally. If you did not set the InteGrade Pro software to connect to the InteGrade Pro Server software and you always save gradebooks on your computer, see Creating a New Gradebook on Your Computer.

If you wish to create a gradebook and store it remotely on the school's network server, see Creating a Gradebook on the InteGrade Pro Server.

You can create the new gradebook using class rosters exported from your administration system or you can create the new gradebook without students or classes. Select one of the following procedures.

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Creating a New Gradebook Locally Using Class Rosters

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Create a New Gradebook and click OK.
3. On the first screen of the New Gradebook wizard, read the information and click Next.
4. Click the Local button.
5. Select Create using class rosters and click Next.
6. Click Next after reading about creating a gradebook using class rosters. The Import File screen is displayed.
7. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
8. Once you have selected the file to use, click Open. A confirmation screen will appear asking you to verify that the information in the selected class roster file is correct.
9. Click Next.
10. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
11. Click Save. The class roster information is imported into the new gradebook file and a saving file screen is displayed.
12. Select the folder to store the gradebook in and in the *Save file name* field enter a name for the new gradebook.
13. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

Creating a New Gradebook Without Classes or Students

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select Create a New Gradebook and click OK.
3. On the first screen of the New Gradebook wizard, read the information and click Next.
4. Click the Local button.
5. Select Create without classes or students and click Next.

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6. Make desired edits to the *Teacher Name* and *Incomplete Symbol* fields.
7. Click Save.
8. Select the folder to store the gradebook in and in the *Save file name* field enter a name for the new gradebook.
9. Click Save. The gradebook is saved with the new name and displayed in the class viewer.

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Using Gradebook Templates

When you create a gradebook, the InteGrade Pro software searches for a template gradebook whose contents and option settings will be included in the new one. This template file must be named **template.gbf**.

Subsequent imports of administrative data will only overwrite the “incomplete” (INC) symbol and grade tables with the same name. All other data remains unchanged in the gradebook.

Although anyone can create a template gradebook, it is generally the system administrator who is responsible for creating the template.

Location of Gradebook Template Files

Template files used on a client connected to the InteGrade Pro Server software must be stored in one of these folders:

- In the same folder as your class roster file
- In the parent folder of the folder containing the class roster file
- In the IGPDATA "_Common" folder
- In the InteGrade Pro software application folder

Template files used for local and network imports must be stored in one of these folders:

- In the same folder as your class roster file
- In the parent folder of the folder containing the class roster file
- In the InteGrade Pro software application folder

Creating a Template Gradebook and Template Classes

1. Create a new gradebook without importing any class roster files.
2. Set the options for Display, Grading Rules, and any other standard settings required by the teachers who will be using this template. You do not need to include students or classes.
3. Add default classes if you want. For example if you want every gradebook to have a Math and an English class, create default classes for each of these. Each time a gradebook is created using the template, the gradebook will automatically contain the default classes.
4. Add a template class if you want. You can create a template class that includes standard spreadsheets that you want applied to the creation of any new classes that are imported. For example, you can create a

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template class labeled “template” and add several spreadsheets to it. Then each time a user imports classes from the class roster file using the template file, each imported class will have those template spreadsheets added to it.

5. Save the gradebook as **template.gbf**. Be sure to store the gradebook in the appropriate location for the type of system being used. See Location of Gradebook Template Files.

Data Copied when a Template Is Used

All settings of the template gradebook will be copied to gradebooks created using the template. These settings include:

- All display settings.
- All grading rules.
- Default students. Students added using the template are considered manually added unless subsequently imported.
- Default classes. Classes added using the template are considered manually added unless subsequently imported.
- Any template classes you created.
- Report settings.

The following data copied from the template gradebook is overwritten each time information is imported from an administration system:

- The “incomplete” symbol
- Any grade tables with the same name

Renaming Gradebooks

Windows Users

1. Open the InteGrade Pro software.
2. Start the process for opening a gradebook
3. On the Open gradebook screen, right-click on the gradebook name you want to change.
4. Select Rename from the right-click menu.
5. Type in the new name and hit Enter. The name of the gradebook is changed.

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Macintosh Users – Renaming Locally Stored Gradebooks

1. From the desktop, open the InteGrade Pro folder where your gradebooks are stored.
2. Click on the gradebook whose name you want to change.
3. Click on the name portion of the gradebook icon.
4. Delete the existing name and type in a new name.

> You can also open and gradebook and select the Save As option from the File menu. This enables you to save a file with a different name. If you do this, you will have two copies of the file: one with the original name and one with the new name.

Macintosh Users – Renaming Remotely Stored Gradebooks

1. Open the InteGrade Pro software.
2. Start the process for opening a gradebook on a remote server.
3. On the Open Gradebook screen, click the gradebook to rename.
4. Click the Toolbox icon in the upper right corner of the screen and select Rename.
5. In the *Rename* field, type a new name for the gradebook and click Rename. The name of the gradebook is changed and your list of gradebooks redisplayed.

Gradebook Sample Data

The InteGrade Pro software comes with a sample class loaded with data that you can use to experiment. This sample class is available whether you are running the demonstration or an authorized version of the software.

1. Open a gradebook locally on your computer.
2. Select SAMPLE.GBF from the Open Gradebook. The sample class loads. If you cannot find the sample gradebook, speak to your system administrator.

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3. Try the menu commands. View the Help menu. Enter or change data.
4. When you have finished working with the sample data, select Close Gradebook from the File menu. To preserve the sample data for the next time, be sure to select No when asked to save changes.

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Importing Data to a Gradebook

Importing data is the preferred method of adding students and classes to your gradebook. Only by importing data from your school's administration system can you electronically export data back to the main office at the end of a term.

Importing Rosters, Comments, or Scores

The class roster file is the central piece of information imported. For class rosters, the import process transfers demographic data, letter grade tables, and other data associated with the student and class rosters. The exact information imported can vary depending on the administration system providing the data.

When you import from a CLxxxxx.GRD file, gradebook fields that contain data are not overwritten by administration system data unless your administrator has set the system to do so. When the administrative system overrides are turned on, the following data in the gradebook is overwritten:

- Student Demographics: Any student demographic field with the exception of the *Advanced* fields.
- Advanced Fields: Any field in the *Advanced Fields* section of the Classes, Communication, and Students screens.
- Type Sets: Any field in a Type or Type Set.

1. Open the InteGrade Pro software.
2. Open the gradebook into which you want to import data.
3. From the File menu, choose Import into Gradebook.
4. Select the file and click Import.

Most people import at the beginning of the school year, but you can run the import process at any time. For example, if many students transfer into your classes, the main office can give you an import file to update your gradebook. This file adds new information to your gradebook, but does not change existing information.

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Importing Tasks, Spreadsheets, or Classes

This feature of the InteGrade Pro software lets you import one or more tasks, spreadsheets, or classes from another gradebook into your own.

1. Open the InteGrade Pro software.
2. From the Task Menu, select Import Tasks.
3. On the Import Tasks screen, click Save Gradebook Now, then click Next.
4. Select the gradebook file you want to import from and click Open.
5. Choose whether you want to import classes, spreadsheets, or tasks and click Next. You can import tasks only from numeric or skill spreadsheets.
6. Select the specific items you want to import from that gradebook to yours. Use the All and None buttons to quickly select and deselect.
7. Click Import.

When Importing From Other Products

The InteGrade Pro software can work with data from the following NCS Pearson products:

- SASIxp™ student administrative software
- SASI III™ software
- CIMS® software
- TSS/TESS™ software
- Osiris® software

For complete details of importing from and exporting to other products, please see *InteGrade® Pro Administrator's Guide Version 9.0*.

The NCS ABACUSxp™ Software

Before you can import an NCS ABACUSxp™ file, you must import a related SASIxp CLxxxxxx.GRD file.

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Previous Versions of the InteGrade Pro Software

Users of previous versions of the InteGrade Pro software can open their gradebooks using the current version. However, once you save a previous version gradebook using the current version, you cannot reopen the gradebook in its original version.

The CIMS Student Software

If you are using the CIMS student software as your administration system, you need to *convert* files from the CIMS format into the InteGrade Pro software format using the InteGrade Pro/CIMS File Converter before importing. See the *InteGrade Pro System Administrator's Guide* (IGPADMIN.PDF on the InteGrade Pro CD) for instructions on using this converter.

The TSS Software

When data is imported from TSS, the student status may be changed in certain cases where the student is not in a TSS class list. The following table shows the results of importing data from TSS.

TSS Status	***InteGrade Pro Status***	
	Previously Active	*Previously Inactive*
In Class List	Leaves student in active status	Changes student to active, but leaves the inactive notes
Not in Class List	Changes student to inactive status	Leaves student in inactive status

Reviewing Imported Data

After importing student and class data, you should confirm that the data has transferred correctly into your gradebook.

Look for fields that are blank when you know that there should be data, or fields that show unrecognizable characters. If you find any indication of corrupt or missing data, close the gradebook without saving or delete the corrupt data. Begin the import process again with a new file provided by your system administrator.

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Student Data

1. Open the InteGrade Pro software.
2. From the Setup menu, select Students.
3. Review the list of students in the Students screen.
4. Click on several students at random and review the tabs to the right of the list. Importing does not fill in every field for all tabs. You can enter additional student information at this time.
5. Click Close when you are finished reviewing.

> When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.
>
> This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

Class Data

1. Open the InteGrade Pro software.
2. From the Setup menu, select Classes.
3. Review the list of classes in the Classes screen.
4. Review the tabs for several of the classes. Check that the Students tab contains the number of students that you expect to have in that class. You can enter additional class information at this time.
5. Click Close when you are finished reviewing.

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Importing Automatically from Your Administration System

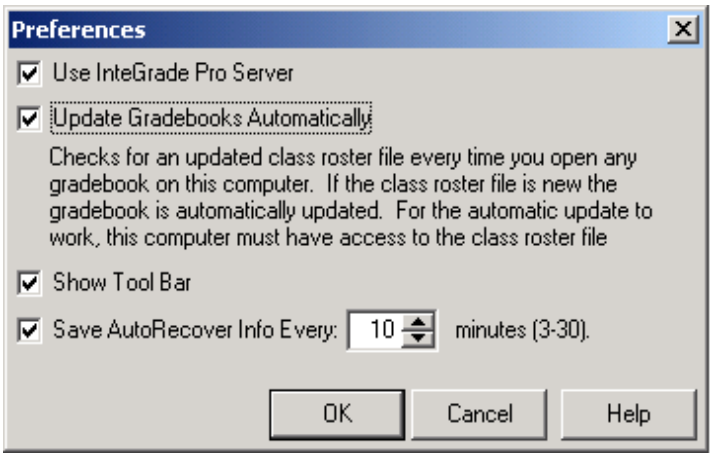
When you install the InteGrade Pro software, you can choose to automatically update your gradebook every time you open it. You can also choose to do this from within the system. To update the gradebook automatically when the gradebook is stored locally on your computer, you must have access to the class roster file for the update to be completed successfully.

If you are using the InteGrade Pro software to connect to the InteGrade Pro Server software, this update occurs automatically every time you open a gradebook that is stored remotely on the server.

Before you can receive automatic updates from your administration system, you must first import a class roster file from the administration system.

You can receive automatic updates from the administration system only if your computer and the administration system are networked.

1. Open the gradebook into which you want to import data.
2. From the Edit menu, select Preferences.
3. Select Update Gradebooks Automatically and click OK.


Preferences
Use InteGrade Pro Server
Update Gradebooks Automatically
Checks for an updated class roster file every time you open any gradebook on this computer. If the class roster file is new the gradebook is automatically updated. For the automatic update to work, this computer must have access to the class roster file
Show Tool Bar
Save AutoRecover Info Every: 10 minutes (3-30).
OK
Cancel
Help

If this feature is selected, when you open a gradebook, the system searches for the latest CLxxxxxx.GRD file exported by the administration system. This file imports data to update class rosters, class and student information, and inactive students. A progress bar

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displays indicating the status of the automatic update. When an automatic update finishes, a message displays stating that the process is complete.

When you import from a CLxxxxx.GRD file, gradebook fields that contain data are not overwritten by administration system data unless your administrator has set the system to do so. When the administrative system overrides are turned on, the following data in the gradebook is overwritten:

- Student Demographics: Any student demographic field with the exception of the *Advanced* fields.
- Advanced Fields: Any field in the *Advanced Fields* section of the Classes, Communication, and Students screens.
- Type Sets: Any field in a Type or Type Set.

If you are using a Windows-based computer on your school's network and you **do not** connect to the InteGrade Pro Server software, you must choose your import file from a mapped network drive. It must start with a drive letter (for example, G:\igpro\CL*xxxxxx*.grd.)

If you need to run the product on a stand-alone computer, you can switch off the network feature. When you want to go back to the network, you can switch it back on.

It doesn't matter whether the InteGrade Pro software links to an administration system via a network or if you run both this system and your administration system from a stand-alone computer. The InteGrade Pro software must be able to find the class roster file for the update to work.

Error Messages

- If the system cannot find the location of your class roster file to update the gradebook, the following message displays:

  ```
  InteGrade Pro was not able to update your gradebook
  because it could not find the following location:
  ```

  The path the system is looking for displays (for example, C:\igpdata). Click Browse to specify another location or select the checkbox to work off-line.

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- If the system cannot find a class roster file corresponding to the gradebook file being opened, the following message displays:

  ```
  InteGrade Pro was unable to update your gradebook
  because it could not find a class roster file for
  your gradebook in the following location:
  ```

  The path the system is looking for displays (for example, C:\igpdata). If you cannot find the correct path, contact your network administrator.

- If the system cannot update your gradebook for some reason (for example, the network connection is down), you can still open your gradebook. If this happens, the following message displays:

  ```
  InteGrade Pro was unable to update your gradebook
  because it found problems importing a class roster
  file from your administration system.
  ```

  Contact your network administrator for help in updating your gradebook.

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Setting Up Grading Rules

Use the Grading Rules screen to set up attendance codes, grade tables, special scores, and type sets.

Setting Up Attendance Codes

Use attendance codes to explain why a student is absent. If you created a gradebook by importing a class roster file from an administration system, you must use the existing system codes, so that the file exports correctly.

This table lists the system codes and their late and absent values. These codes are used in the Class Attendance report and the Student Attendance report where the summaries list Late, Absent, and Present. For example, a Tardy and an Excused Tardy both are included in the Late category, and an Excused counts as an Absent. If you create a new attendance code, you must assign one of these system codes to it, so that those reports are created correctly.

Code	Late	Absent
Activity	0	0
Dismissed	0	0.5
Excused	0	1
Excused Tardy	1	0
Not Enrolled	0	0
Present	0	0
Suspended	0	1
Tardy	1	0
Undefined	0	0
Unexcused	0	1
Unexcused Tardy	1	0
Unverified	0	1

1. Open the InteGrade Pro software.
2. From the Setup menu, select Grading Rules.

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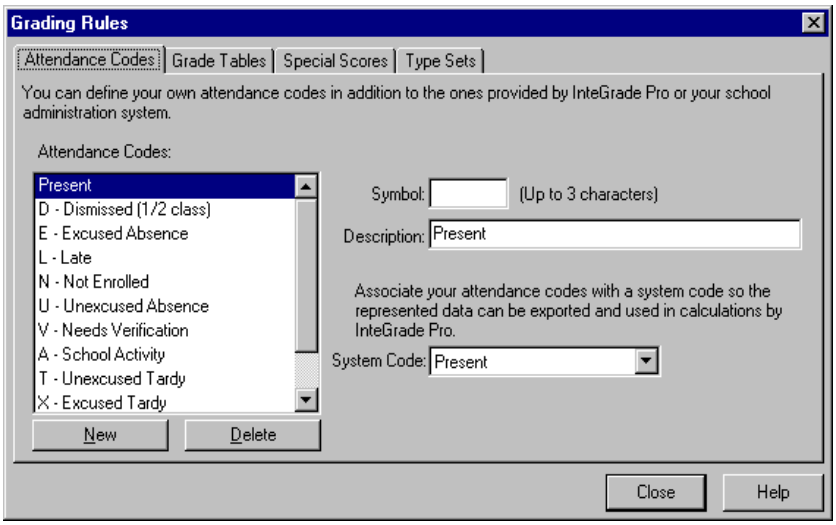
3. Click the Attendance Codes tab.



4. Review the existing codes. These default codes are either provided by the product or imported from your administration system when you import a class roster file.
5. If necessary, click New to create a new attendance code.
   - If you create a new attendance code in a gradebook created by importing a class roster file from an administration system, you must assign one of the existing system codes to it.
   - If you create a new attendance code in a gradebook that was manually created, you must assign one of the default system codes to it.
6. Click Close.

Setting Up Grade Tables

Grade tables associate a letter grade with a certain range of scores. The InteGrade Pro software comes with three default grade tables.

You assign a grade table to your numeric spreadsheet when you set up your spreadsheets from the Setup menu

1. Open the InteGrade Pro software.
2. From the Setup menu, select Grading Rules.

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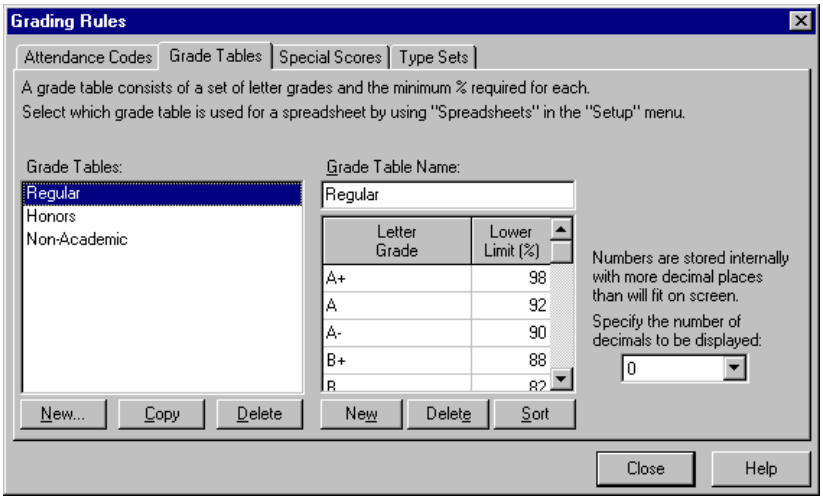
3. Click the Grade Tables tab.



4. Select each sample table and review the letters and the assigned lower grade limit.
5. When working with grade tables:
   - To create a new grade table, click the New button from the set of buttons under the Grade Tables list. Type the name of this grade table and click Create.
   - To create another grade table by copying, select a table and click Copy. The new grade table has “copy” at the end of its name.
   - To rename a grade table, select the table and type its new name in the Grade Table Name field.
6. Working with grades:
   - To create a new letter grade, click the New button from the set of buttons under the Letter Grade and Lower Limit area. With that cell selected, type the letter, then select the adjoining cell and type the lower limit for that grade.
   - To modify one of the grades, select that cell and overwrite its contents.
   - To sort the grade table from highest to lowest percentage, click the Sort button from the set of buttons under the Letter Grade and Lower Limit area.

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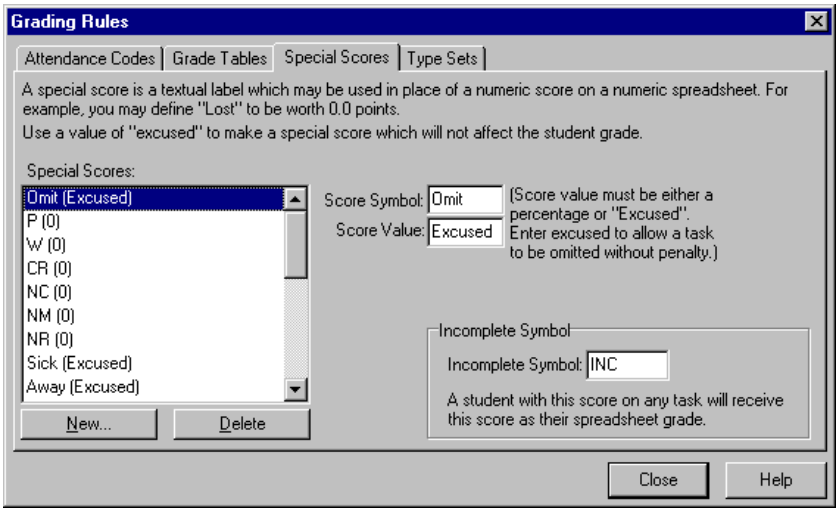
7. If necessary, select the number of decimal points that you want displayed.
8. Click Close. The table is now available for use, but it is not saved until you save the gradebook.

Setting Up Special Scores

A special score is a numeric score represented by a text label.

1. Start the InteGrade Pro software.
2. From the Setup menu, select Grading Rules. Click the Special Scores tab.


Grading Rules
Attendance Codes
Grade Tables
Special Scores
Type Sets
A special score is a textual label which may be used in place of a numeric score on a numeric spreadsheet. For example, you may define "Lost" to be worth 0.0 points.
Use a value of "excused" to make a special score which will not affect the student grade.
Special Scores:
Omit (Excused)
P (0)
W (0)
CR (0)
NC (0)
NM (0)
NR (0)
Sick (Excused)
Away (Excused)
Score Symbol: Omit
Score Value: Excused
(Score value must be either a percentage or "Excused". Enter excused to allow a task to be omitted without penalty.)
Incomplete Symbol
Incomplete Symbol: INC
A student with this score on any task will receive this score as their spreadsheet grade.
New...
Delete
Close
Help

3. Review the special scores that are already predefined for your convenience.
   - To modify the score for any of the predefined special scores, select the score and type its new value in the Score Value field.
   - To modify the name for any of the predefined special scores, select the score and type the new name in the Score Symbol field.
   - To create a new special score, click New, type a name, and define the value.
   - To delete a special score, select the score, click Delete, and click Yes to confirm the deletion.
4. Review the symbol used to indicate an incomplete score. The default is INC.
5. Click Close.

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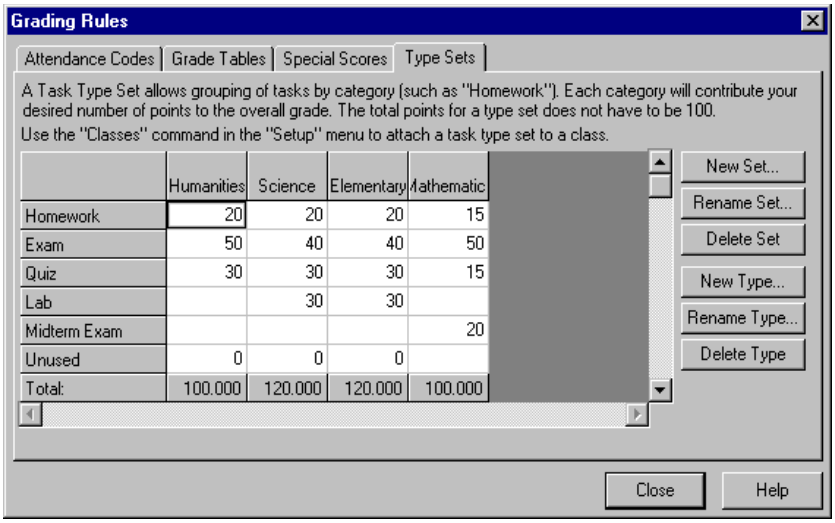
Setting Up Type Sets

Type sets let you group task types into categories. The system comes with sets already defined.

You assign a type set to a particular class when you select Classes from the Setup menu

1. Start the InteGrade Pro software.
2. From the Setup menu, select Grading Rules.
3. Click the Type Sets tab and review the list of types (Homework, Exam, Quiz)


Grading Rules
Attendance Codes
Grade Tables
Special Scores
Type Sets
A Task Type Set allows grouping of tasks by category (such as "Homework"). Each category will contribute your desired number of points to the overall grade. The total points for a type set does not have to be 100.
Use the "Classes" command in the "Setup" menu to attach a task type set to a class.
Humanities
Science
Elementary
Mathematic
Homework 20 20 20 15
Exam 50 40 40 50
Quiz 30 30 30 15
Lab 30 30
Midterm Exam 20
Unused 0 0 0
Total: 100.000 120.000 120.000 100.000
New Set...
Rename Set...
Delete Set
New Type...
Rename Type...
Delete Type
Close
Help

4. To create a new type, click New Type, type its name, and click Create. The type displays in the list at the left.
5. Review the sets (Humanities, Science, Elementary).
6. To create a new set, click New Set, type its name, and click Create. The set displays as a column heading across the top of the screen.
7. To add a type to a set, enter a numerical weight in the appropriate cell in the Type Set chart. You do not need to assign all the sets you create. The numbers do not have to total 100.
8. Click Close.

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Modifying Type Sets

First, select a cell in the grid to choose the type or set to modify.

- To rename a Type, click *Rename Type*, enter the new name, and click Rename.
- To rename a Set, click *Rename Set*, enter the new name, and click Rename.
- To delete a Type, click *Delete Type*. Click Yes to confirm the deletion or No to cancel this action.
- To delete a Set, click *Delete Set*. Click Yes to confirm the deletion or No to cancel this action.

Adding Students

If you manually created a gradebook, you can manually enter data at any time after creating the gradebook. If your gradebook was created automatically from class roster files, it is updated by them automatically as well.

1. Open the InteGrade Pro software.
2. From the Setup menu, choose Students.
3. Click New, then click Next.
4. Enter the student's first and last name and student number. The name is a required field.
5. Click Next.
6. Select the class or classes to which you want to add the student. Use the All or None buttons to speed up your selection. If a class is not there, you will have to add it and return to this step later.
7. Click Create.
8. Repeat Steps 2-6 for all remaining students.
9. Click Close.

> If you select *Show Advanced Fields*, you see information used when the InteGrade Pro software shares data with another software program. You should not change the information in these fields. If you need to change the field information, contact your System Administrator.

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Adding Classes

1. Open the InteGrade Pro software.
2. From the Setup menu, choose Classes.
3. Click New, then click Next.
4. Type the class name and click Next.
5. Select a task type set from the drop-down list and click Next.
6. Select the students registered in this class. Use the All or None buttons to speed up your selection. If a student is not there, you will have to add them and return to this step later.

   When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied and you must add the student's scores and note information manually to the new class.

   This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

7. Click Next.
8. On the New Class screen, select the spreadsheets you want created and click Create.
9. Repeat Steps 2–7 for all classes.
10. Click Close when you are finished.

    If you select *Show Advanced Fields*, you see information used when the InteGrade Pro software shares data with another software program. If you click the padlock icon, you can change the information in these fields. However you should do so only under the direction of your system administrator.

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Working Securely

Using Gradebook Passwords

Security is important when dealing with confidential matters such as student grades. If you are storing your gradebooks locally on your computer, NCS Pearson recommends that you set up a gradebook password to prevent unauthorized access to your gradebook file. If you are storing your gradebooks on the school's server, your network login password protects your gradebook files from unauthorized access by other users.

When using gradebook passwords, consider the following:

- Leave your password with the school office, in case you forget it or are absent and a substitute teacher needs access to your class files.
- Avoid writing down your password and leaving it where someone else can find it.
- Delete password protection just before archiving your gradebook file. You should remove the password so that others can access the file in the future.

When creating gradebook passwords, avoid obvious ones such as your initials, or the names of your children, pet, or spouse. Consider mixing digits and characters to form recognizable words, such as 4EST (forest), or XLR8 (accelerate), or 4MUL8 (formulate). Another secure method is to link common words with a special character. For example, WORK+LATE, or EAT-LUNCH. This type of password is easy to remember, but very hard to guess.

> If you experience problems accessing your gradebook with your gradebook password or you forget your gradebook password, call NCS Pearson Technical Support at (800) 282-4490 for assistance.

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Setting up a New Gradebook Password

You can only complete this procedure for gradebooks stored locally on your computer. If your gradebooks are stored remotely on the school's server, you can change your network login password. Changing your login password will accomplish the same level of security for your files as having a gradebook password.

1. Open a gradebook file that is stored locally on your computer.
2. From the Setup menu, select Password.
3. Type your password and click Next.
4. Type your password again to confirm it and click Next.
5. Click OK to set the password.

Changing a Gradebook Password

You can only complete this procedure for gradebooks stored locally on your computer. If your gradebooks are stored remotely on the school's server, you can change your network login password. Changing your login password will accomplish the same level of security for your files as having a gradebook password.

1. Open the InteGrade Pro software.
2. From the Setup menu, select Password.
3. Type your password and click Next.
4. Select Change password to.
5. Type the new password and click Next.
6. Type your password again to confirm it and click Next.
7. Click OK.

Deleting a Gradebook Password

1. From the Setup menu, select Password.
2. Type your password and click Next.
3. Select *Remove password protection* and click Next.

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4. Click OK.

Changing Your Network Login Password

If you are using the InteGrade Pro software connected to the InteGrade Pro Server software (network), you can change your network access password any time you wish. NCS Pearson recommends that you change your password from time to time to maintain system security.

> This does not apply a password to a gradebook. For teachers who are working remotely using the server functionality of the InteGrade Pro software, there is no gradebook password feature. Your network password is sufficient for system security. For users who are not using the server functionality of the InteGrade Pro software, you can still assign a password to gradebooks using the procedure for creating gradebook passwords.

To change your network login password (not a gradebook password), do the following.

1. Open any gradebook.
2. On the Setup menu, select Password.
3. On the first Password screen, enter your current password and click Next.

   > If you have just logged on and the system has prompted you to change your password, this first screen is not displayed and you can go to step 4).

4. On the Next screen, enter a New Password.
5. On the next screen, enter the New Password again to confirm it and click Next.
6. On the Password verification screen, click OK to complete the process.

The next time you attempt to connect to the server, you must use your new password.

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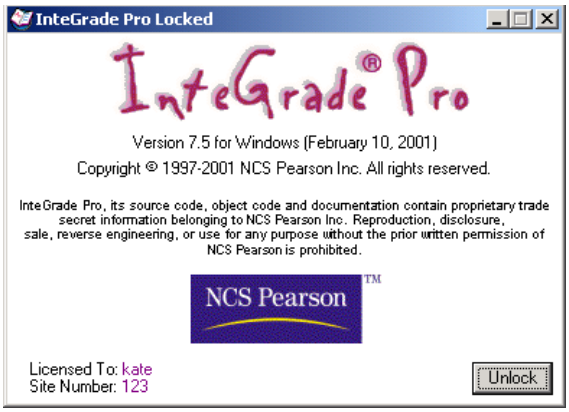
Locking a Gradebook

You can lock your gradebook quickly, to prevent unauthorized viewing and access. The password you use to unlock a gradebook depends on how you are using the InteGrade Pro software. If you connect to the InteGrade Pro Server software, use your network login password. If you only store gradebooks locally, use the gradebook password.

1. From the Setup menu, select Lock Gradebook, or press Ctrl + K. (If you have not set a password, this choice is grayed out.) The following screen is displayed, hiding the data in your gradebook.


InteGrade Pro Locked
InteGrade® Pro
Version 7.5 for Windows (February 10, 2001)
Copyright © 1997-2001 NCS Pearson Inc. All rights reserved.
InteGrade Pro, its source code, object code and documentation contain proprietary trade secret information belonging to NCS Pearson Inc. Reproduction, disclosure, sale, reverse engineering, or use for any purpose without the prior written permission of NCS Pearson is prohibited.
NCS Pearson
Licensed To: kate
Site Number: 123
Unlock

Unlocking a Gradebook

1. Click Unlock. The Unlock Gradebook screen is displayed.
2. Type either the gradebook password or your network login password.
3. Click OK. The gradebook is unlocked and you can see the data.

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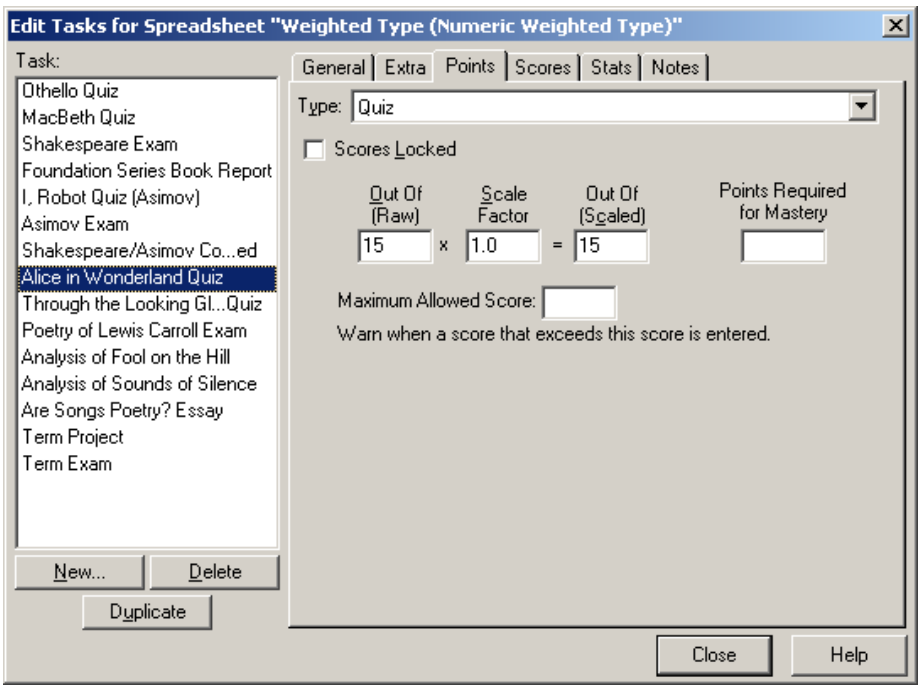
Locking and Unlocking Scores

After you have entered scores for a particular task, you can lock them so that they cannot be accidentally overwritten.

1. From the Tasks menu, select Edit Task.
2. Select the Points tab.
3. Select a task.



4. Select *Scores Locked*.
5. Click Close. You cannot change the scores for that particular task.
6. To unlock the scores, repeat steps 1–3 and then clear the *Scores Locked* checkbox.

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Working With Spreadsheets

InteGrade Pro® gradebook software provides a numeric and a skill spreadsheet for each class by default. An End Term spreadsheet is created when you import a class roster file from your administration system. You can also create an attendance spreadsheet.

You can define as many spreadsheets as you need for a particular class. Many users create separate numeric spreadsheets for each term or semester.

As you work, you can open more than one class viewer to switch quickly from one spreadsheet to another.

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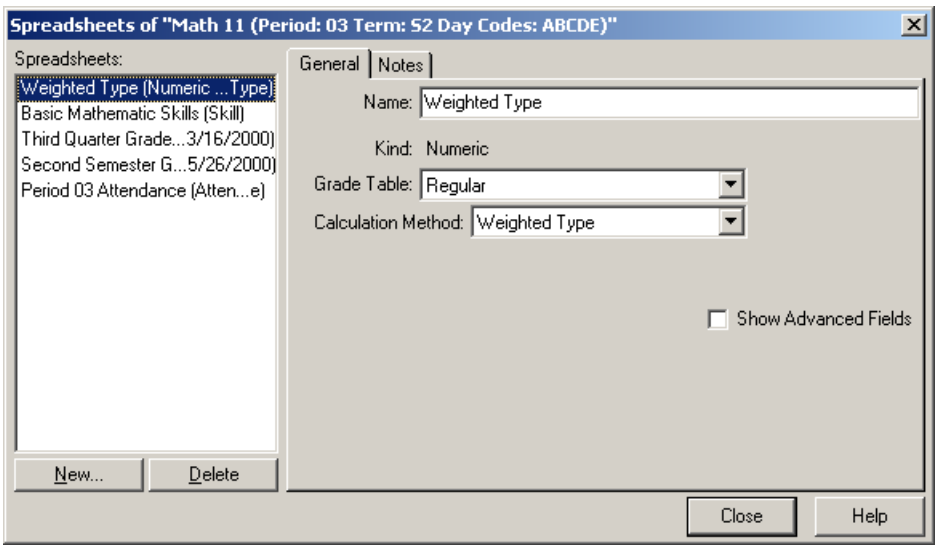
Managing Spreadsheets

Use the Spreadsheets screen from the Setup menu to manage your spreadsheets

Creating New Spreadsheets

1. Select the class that you want to use the spreadsheet for.
2. From the Setup menu, select Spreadsheets.



3. Click New.
4. From the New Spreadsheet screen, select the type of spreadsheet you want to create.
   - If you select an attendance spreadsheet and click Next, you must enter a spreadsheet name as well as a start and end date.
   - If you select numeric spreadsheet and click Next, you must enter a spreadsheet name.
5. Click Create.
6. Select the Notes tab and type a short description of this spreadsheet.
7. Click Close.

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Renaming Spreadsheets

1. Select the class that uses the spreadsheet you want to rename.
2. From the Setup menu, select Spreadsheets.
3. Select the spreadsheet to rename.
4. On the General tab, type a new name in the *Name* field.
5. Click Close.

Deleting Spreadsheets

1. Select the class that uses the spreadsheet you want to delete.
2. From the Setup menu, select Spreadsheets.
3. Select the spreadsheet.
4. Click Delete.
5. Click Yes to confirm the deletion. When you delete a spreadsheet, all tasks, scores, spreadsheet notes for the students, and score notes are permanently lost.

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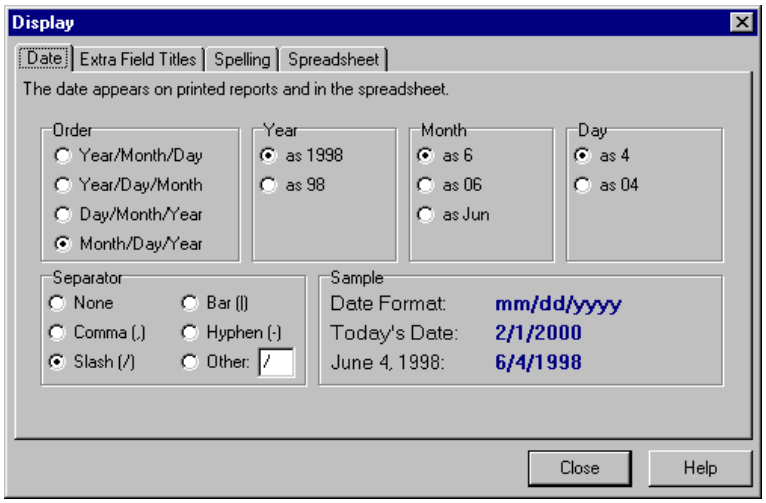
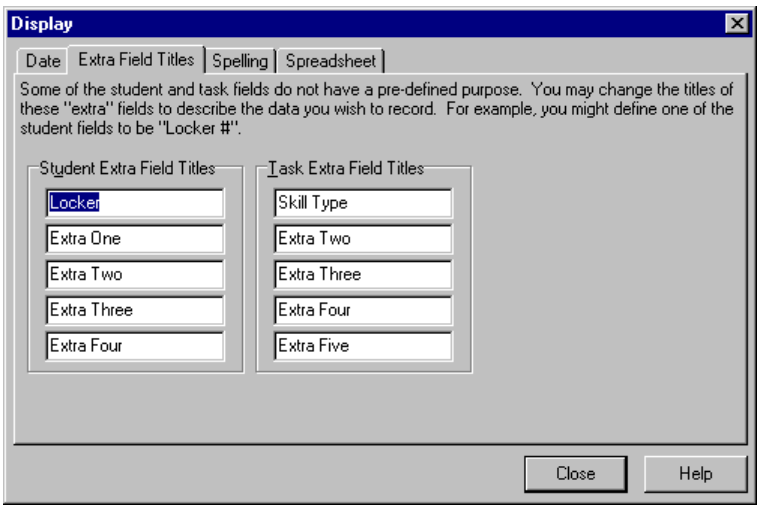
Changing the Look of a Spreadsheet

You can choose your preferred date format, the titles for the extra (user-defined) fields, and how you want your spreadsheets to display. The spell checking options are described in the section Checking Your Spelling.

1. From the Setup menu, select Display.



2. Click the Date tab to make changes to the date settings. The InteGrade Pro software always stores the year within the program as a 4-digit number, but you can choose how you want to see the date displayed. The sample date in the lower right corner changes to reflect your settings.


Display
Date
Extra Field Titles
Spelling
Spreadsheet
Some of the student and task fields do not have a pre-defined purpose. You may change the titles of these "extra" fields to describe the data you wish to record. For example, you might define one of the student fields to be "Locker #".
Student Extra Field Titles
Locker
Extra One
Extra Two
Extra Three
Extra Four
Task Extra Field Titles
Skill Type
Extra Two
Extra Three
Extra Four
Extra Five
Close
Help

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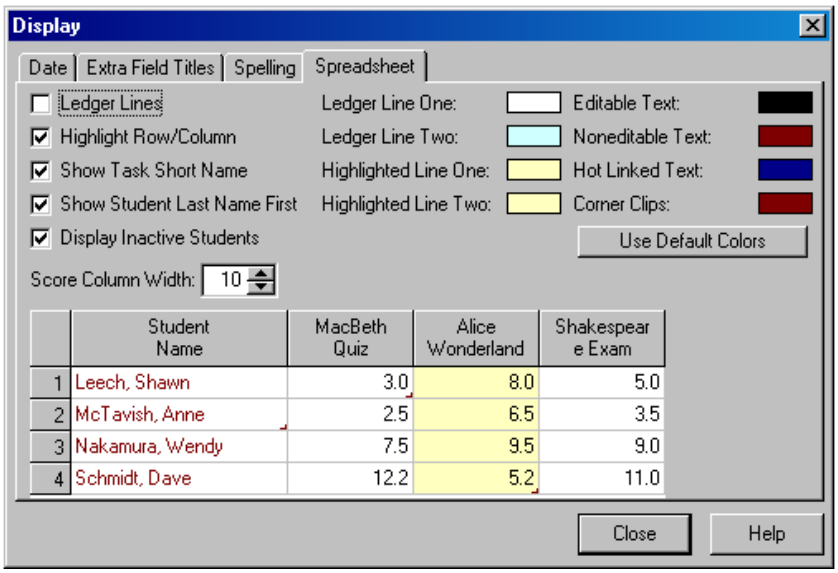
3. Click the Extra Field Titles tab to change the titles for five extra student fields and five extra task fields. For example, you may want to name a student field Locker. You can change these titles at any time. To see these fields in use, from the Setup menu, select Students, then click Schools
4. Click the Spreadsheet tab to customize your spreadsheets.



You can change the visual appearance, including whether to display ledger lines and highlight the selected row and column. You can also select the colors of:

- Rows as they display
- The selected row or column
- Text you can edit
- Text you cannot edit
- Hot Linked text
- Corner clips

Changes affect all spreadsheets. The sample spreadsheet changes to reflect your choices. Click *Reset Colors* to revert to the default colors.

5. To see the shortened form of the task names, select *Show Task Short Name*.
6. To see inactive students, or the students' last names first, make those selections.

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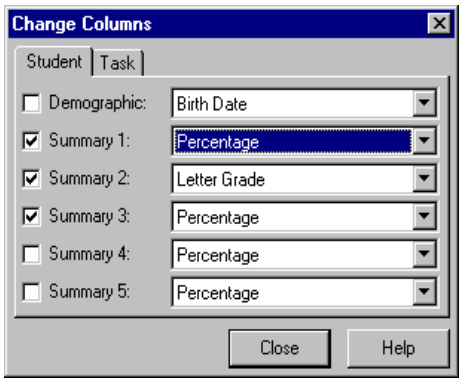
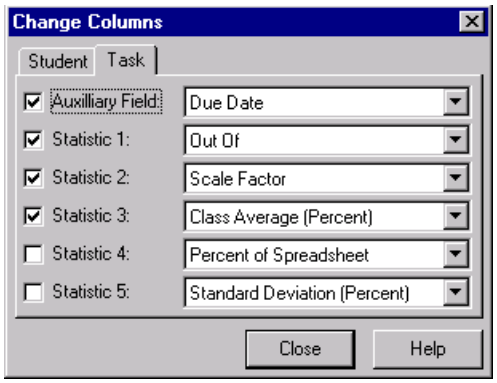
7. Decide how wide you want the columns to be. You can select from 7 to 14 characters wide. The wider the column, the more of the headings you see.
8. Click Close.

Customizing Spreadsheet Columns

Depending on the spreadsheet and view you selected, you can customize the columns for students, tasks, and types. Changing the column names does not affect the data. If you want to see two of the same columns at once, open another class viewer. For example, you might want to see two different student demographics.

1. Select the spreadsheet you want to customize.
2. From the View menu, select Change Columns.
   - Numeric Spreadsheet,Task view. On a numeric spreadsheet, with the view selected as task, you can customize six columns for student information and six for tasks.





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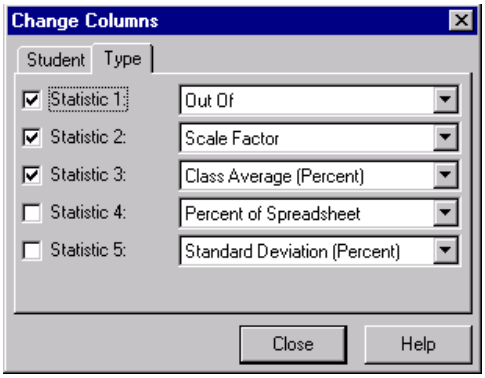
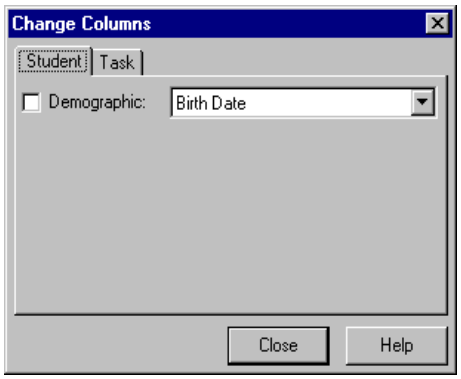
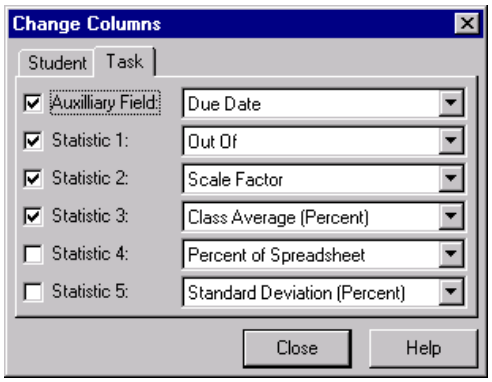
- Numeric Spreadsheet,Type view. However, if the view is selected as type, you can change any of five statistics on the Type tab, in addition to the six columns of student information as shown above.



- Skill Spreadsheet. On a skill spreadsheet, you can customize one column for student information and six for tasks.





- End Term Spreadsheet. On an End Term spreadsheet, you can customize one column for student information.

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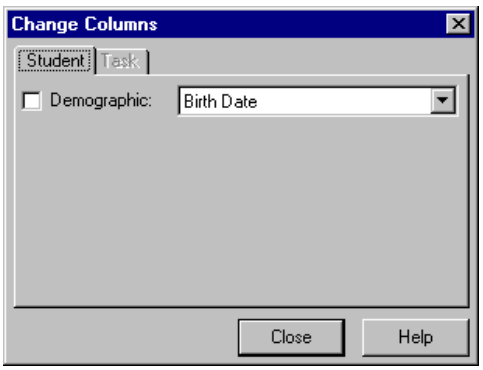
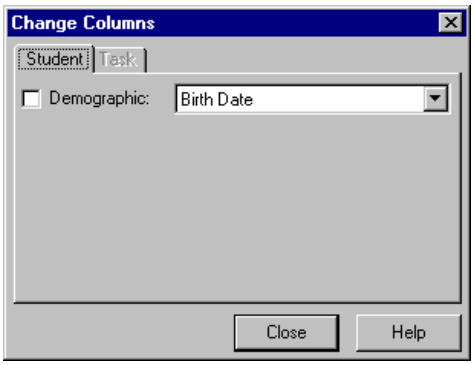


- Attendance Spreadsheet. On an attendance spreadsheet, you can customize one column for student information.



3. Select or deselect the columns to view. If you deselect a column, it is no longer visible on the spreadsheet.
4. Using the drop-down lists, select the information you want to see in that column.
5. Click Close.

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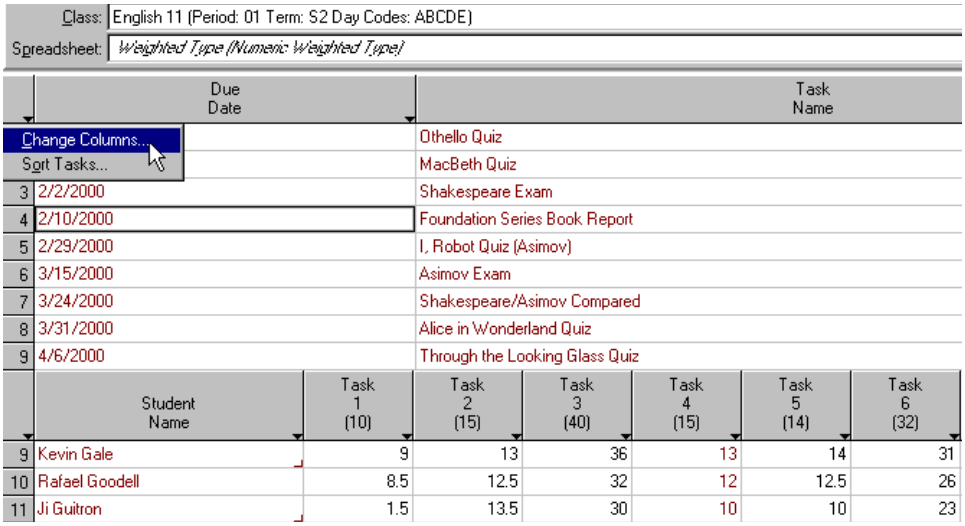
Other Ways to Change Columns

There is a shortcut to change columns, directly on the spreadsheet.

1. On the spreadsheet, click the blank column heading cell to the left (Windows) or right (Macintosh) of either the Task or Student columns.


Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Spreadsheet: Weighted Type (Numeric Weighted Type)
Due Date
Task Name
Change Columns...
Sort Tasks...
3 2/2/2000 Shakespeare Exam
4 2/10/2000 Foundation Series Book Report
5 2/29/2000 I, Robot Quiz (Asimov)
6 3/15/2000 Asimov Exam
7 3/24/2000 Shakespeare/Asimov Compared
8 3/31/2000 Alice in Wonderland Quiz
9 4/6/2000 Through the Looking Glass Quiz
Othello Quiz
MacBeth Quiz
Student Name
Task 1 (10)
Task 2 (15)
Task 3 (40)
Task 4 (15)
Task 5 (14)
Task 6 (32)
9 Kevin Gale 9 13 36 13 14 31
10 Rafael Goodell 8.5 12.5 32 12 12.5 26
11 Ji Guitron 1.5 13.5 30 10 10 23

2. Select Change Columns from the drop-down list.
3. On the Change Columns screen, make the appropriate changes and click Close.

OR

- Click the column header of an auxiliary column and select the information you want displayed from the drop-down list. Remember that you must first use the Change Columns screen to select a column to display.

Hot Linking Numeric and Skill Spreadsheet Grades to End Term Spreadsheets

InteGrade Pro now enables you to create an automatic link between spreadsheet grade from a numeric or skill spreadsheet and a column on an End Term spreadsheet. Once you establish a hot link, each time the grades are recalculated on the numeric or skill spreadsheet, the data on the End Term spreadsheet is automatically updated. You can remove a hot link at any time or recreate one if it is broken inadvertently.

For more information on working with hot links, see Finishing Up the Reporting Period.

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Managing Student Data

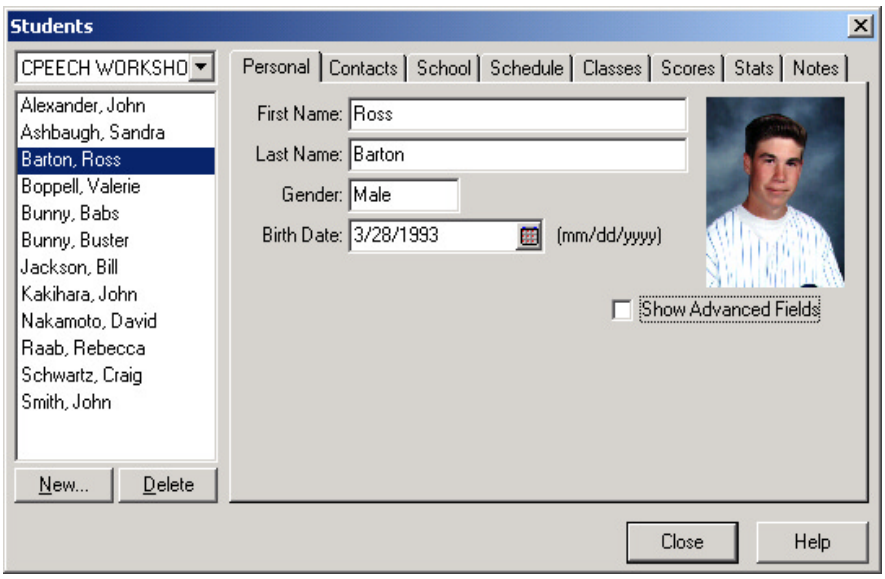
InteGrade Pro gradebook software helps you manage the student data you work with each day. You can add students to classes, view or change the demographic information for students, or confidentially show their progress to parents or students themselves.

Adding Students

As a general rule, you should never add students to a gradebook that you have imported from an administration system. If you do, the next time you update your gradebook from the administration system, that student will no longer appear. However, if you have created a gradebook manually, and you are adding students, see Adding Students.

Viewing or Modifying Student Data

1. From the Setup menu, select Students.
2. From the drop-down list in the upper left corner, select the class whose students you want to see, or select All Students.
3. Select the student to view or modify.
4. Select the tabs and view, enter or edit information. The only required field is the student's name.
5. Use the Personal tab for demographic information.



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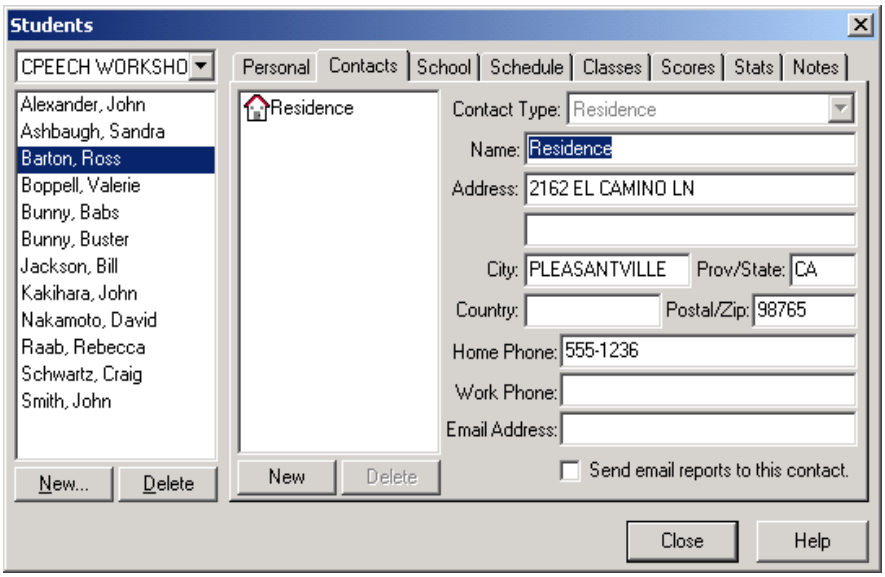
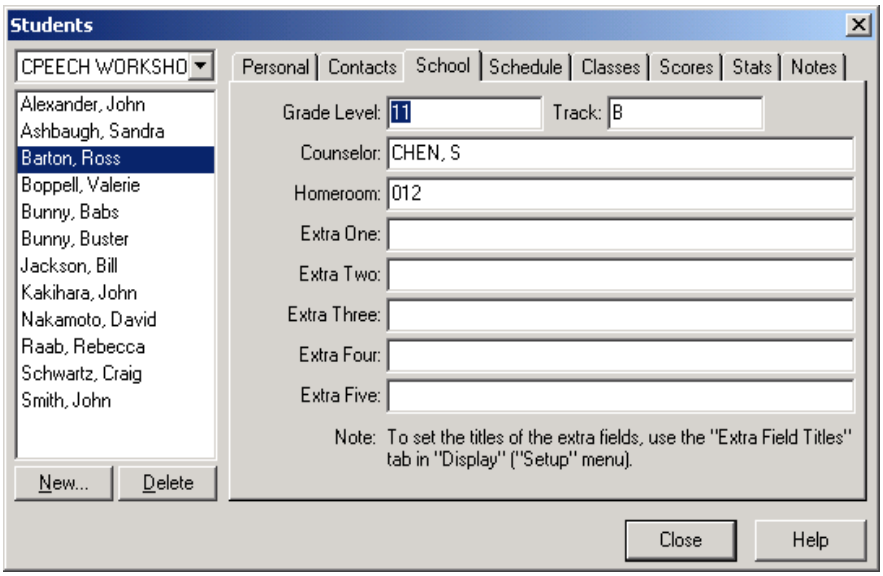
6. The Contacts tab is used for the address and phone numbers for this student. Besides the Primary contact, you can also create a Parent/ Guardian, Emergency, Physician, Mailing Address, and Other Contact Type.



If an e-mail address is available, you can select *Send email reports to this contact*.



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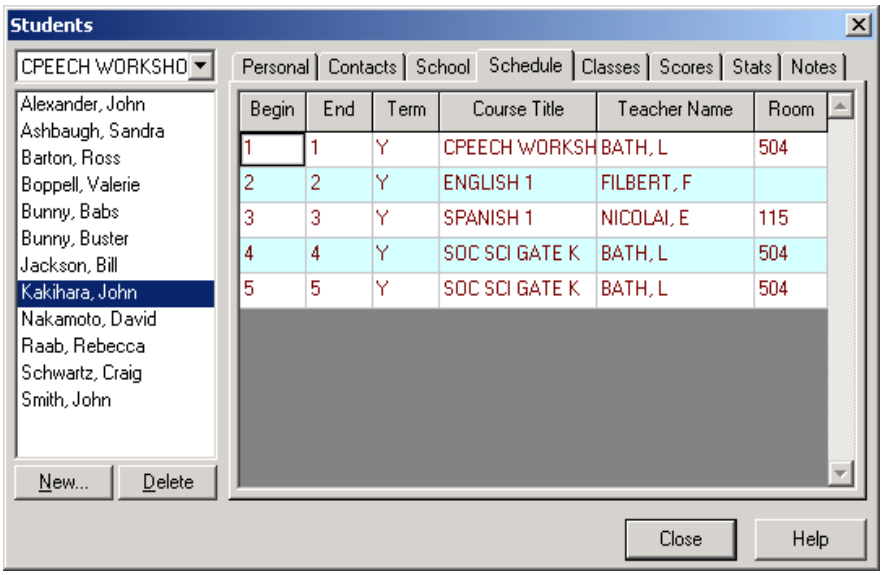
7. Use the School tab for school information like grade, homeroom, and counselor that you need to track for this student.
   You can use another screen to change the extra field titles to say something more meaningful. From the Setup menu, select Display, then click the Extra Field Titles tab and make your changes.



8. The Schedule tab shows imported student class schedule information. The information displayed on this tab is imported from the school administration system and cannot be edited. If there is no schedule

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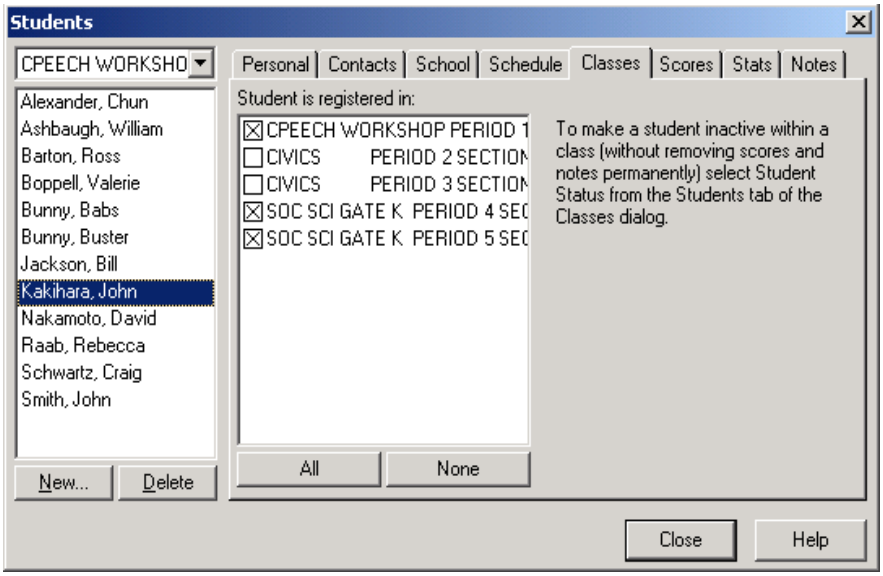
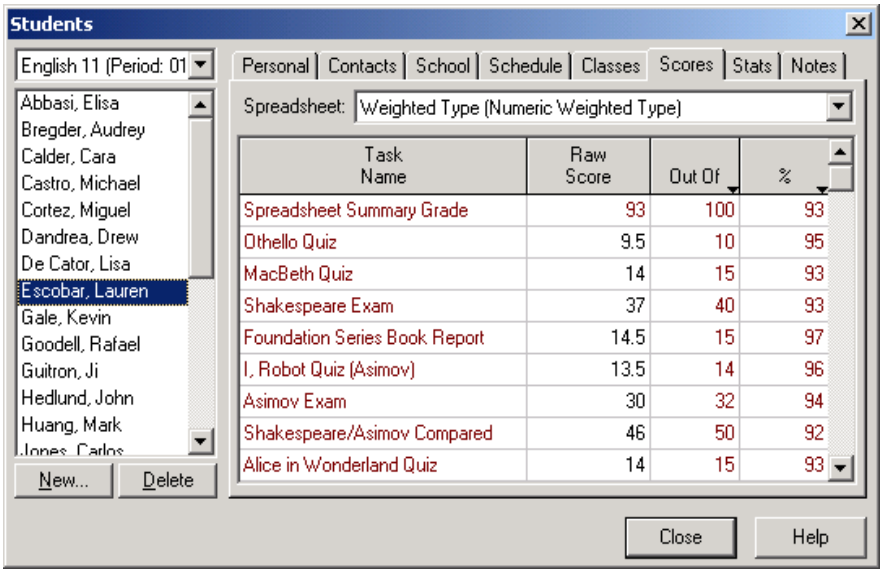
information available for a student, a message is displayed when you access the Schedule tab. The schedule information is based on scheduled class period, not rotating period.



9. The Classes tab shows which classes a student is enrolled in. If there are no classes selected, it means the student is not enrolled in any of them.



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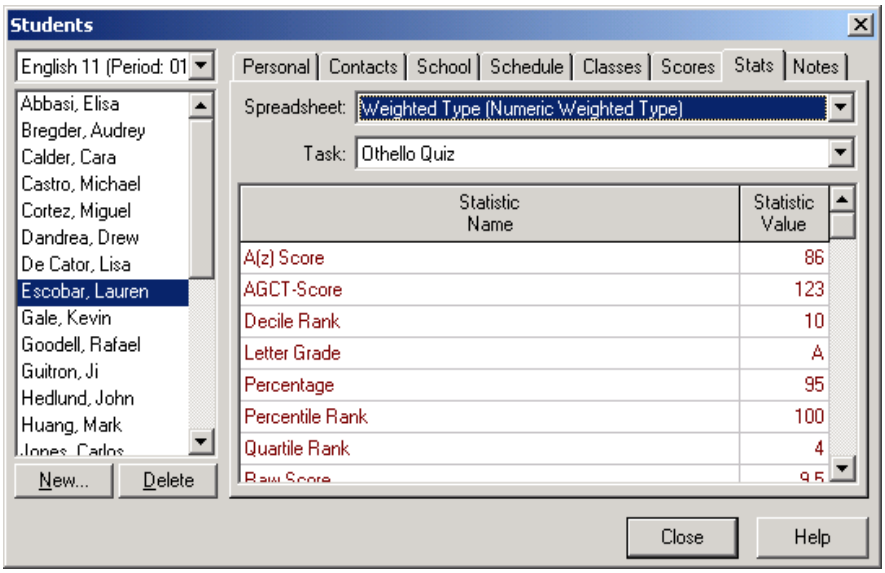
10. The Scores tab shows how the student is performing on tasks. You can select which spreadsheet to use from the Spreadsheet drop-down list at the top of the tab. If you have chosen to show all students, the Scores tab appears dimmed.

    You can use this tab for data entry and for showing a single student's scores. You can customize two of the rightmost columns by clicking on the header cell and selecting a new heading.



11. The Stats tab shows how a student fared on a single task, using 12 different score transformations.

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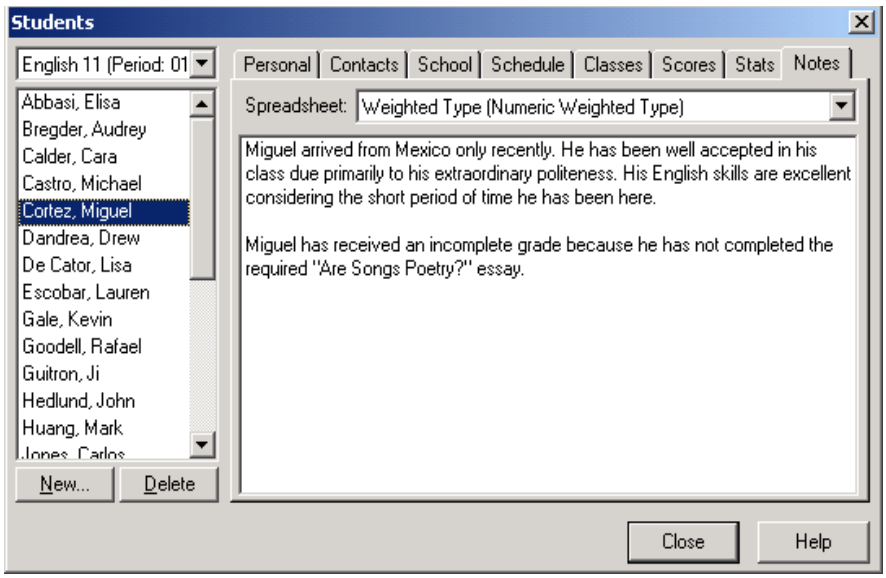
Select a spreadsheet and task to use from the drop-down lists at the top of the tab. If you choose to show all students, the Stats tab appears dimmed.



12. The Notes tab records your comments about a student. You can keep separate notes for each spreadsheet.

    If you choose to show all students, the Notes tab appears dimmed. A small marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student.

13. Click Close.

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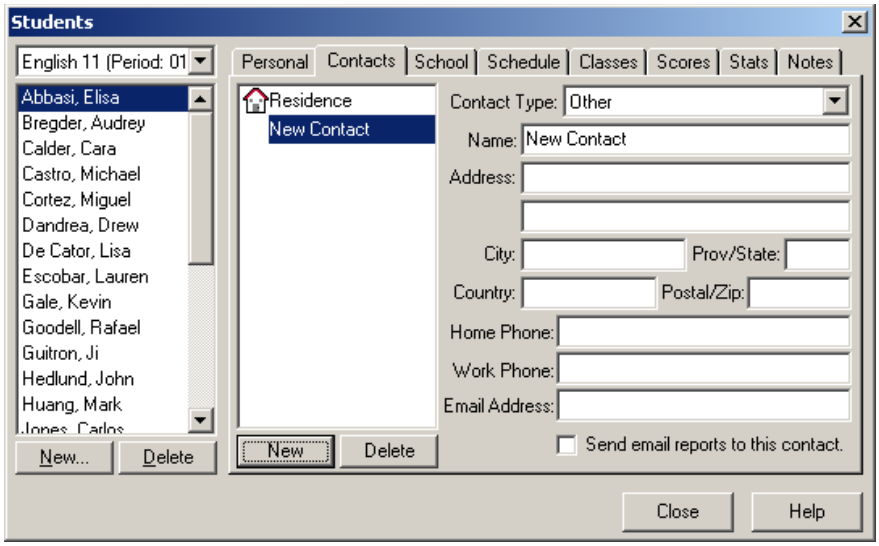
Adding Student Contacts

1. On the Contacts tab of the Students screen, click New. A New Contact displays with a type of Other.



2. In the Contact Type drop-down list, select the type of contact this is. The symbol beside the name changes, according to the type of contact you select.
3. Type the name, address, and phone numbers.

Deleting Students

You can delete students from a gradebooks, from a class, or you can inactivate them. Deleting from the gradebook removes all information about a student, including demographic data and scores. Use this option only if a student has permanently left your school and you do not need records for the student.

1. From the Setup menu, select Students.
2. Select the appropriate class from the drop-down list at the top of the screen, or select All Students.
3. Select the student to delete.
4. Click Delete.

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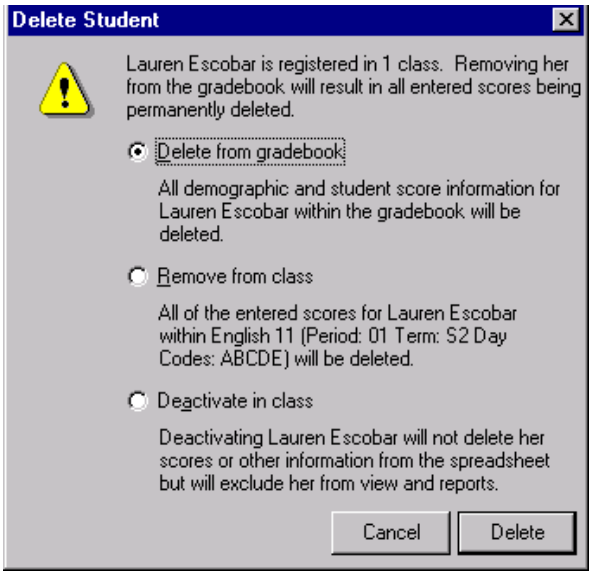
5. On the screen that displays, choose to delete from the gradebook, remove from a class, or make the student inactive.

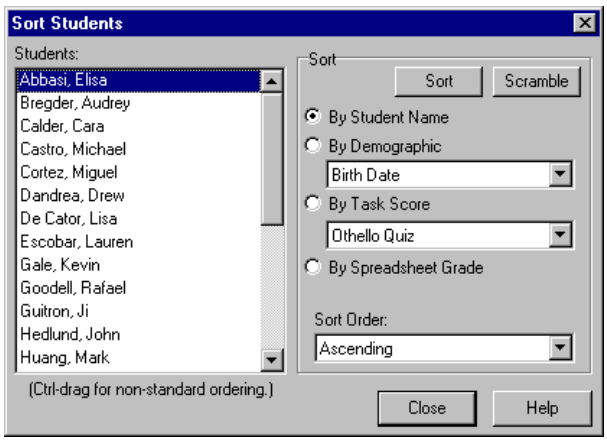

Delete Student
Lauren Escobar is registered in 1 class. Removing her from the gradebook will result in all entered scores being permanently deleted.
Delete from gradebook
All demographic and student score information for Lauren Escobar within the gradebook will be deleted.
Remove from class
All of the entered scores for Lauren Escobar within English 11 (Period: 01 Term: S2 Day Codes: ABCDE) will be deleted.
Deactivate in class
Deactivating Lauren Escobar will not delete her scores or other information from the spreadsheet but will exclude her from view and reports.
Cancel
Delete

6. Click Delete, Remove, or Inactivate. You do not have to confirm the action.

Sorting Students

Sort orders that you select here are reflected in the reports.

1. From the View menu, select Sort Students.



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2. Decide how you want to sort the students:
   - Name
   - Demographic data such as birth date, first name, gender, or one of the 16 choices available from the *by Demographic* drop-down list
   - Task Score by selecting a task from the *by Task Score* drop-down list
   - Spreadsheet Grade
3. Choose the sort order, either ascending (A-Z) or descending (Z-A).
4. Click Sort.
5. Click Close.

Other Ways to Sort Students

- On the spreadsheet, click any column title in the Student area and select *Sort Students*. The Sort Students screen displays. Make your selections and click Sort.
- On the spreadsheet, click any column title in the Student area and select *Sort Students by Column*. Student are sorted in the order of the scores in that column.
- Click anywhere in the Student area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select Sort Students by Column or Sort Students from the context menu.

Scrambling the Order

Use the Sort Students screen to arrange your students in random order. You could use this to post a report and you didn't want student names listed in any particular order.

1. From the View menu, select Sort Students.
2. Click Scramble.
3. Click Close.

Sorting Manually

From within the Sort Students screen, hold down the <Ctrl> key (<⌘>in Macintosh) and drag a student name to a new position.

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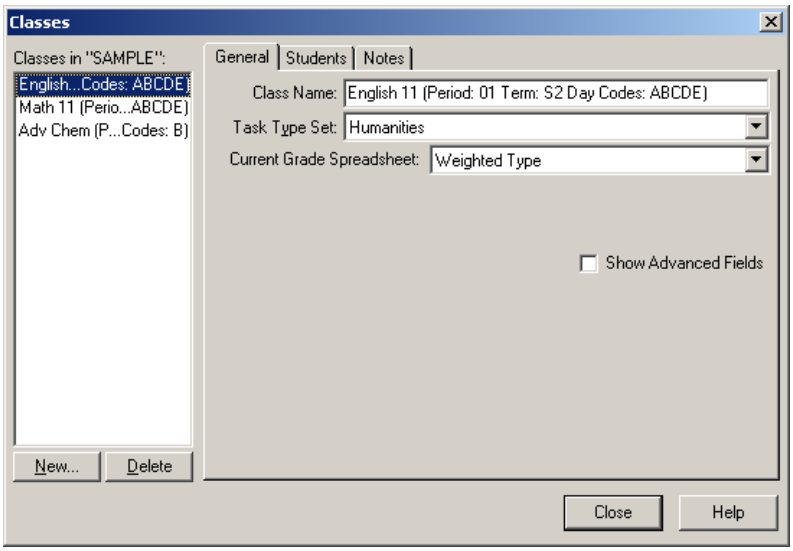
Managing Class Data

Viewing or Modifying Class Data

1. From the Setup menu, select Classes.
2. From the list at the left, select a class.



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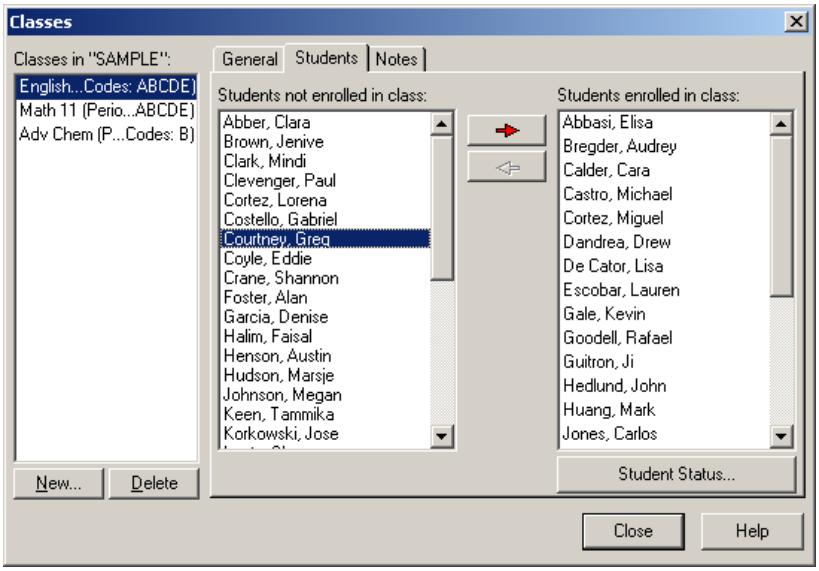
3. Use the General tab for information about this class. Use the drop-down lists to assign task type sets and spreadsheets to this class. Setting the Current Grade Spreadsheet is important when you are exporting grade information via InteGrade Pro Link.



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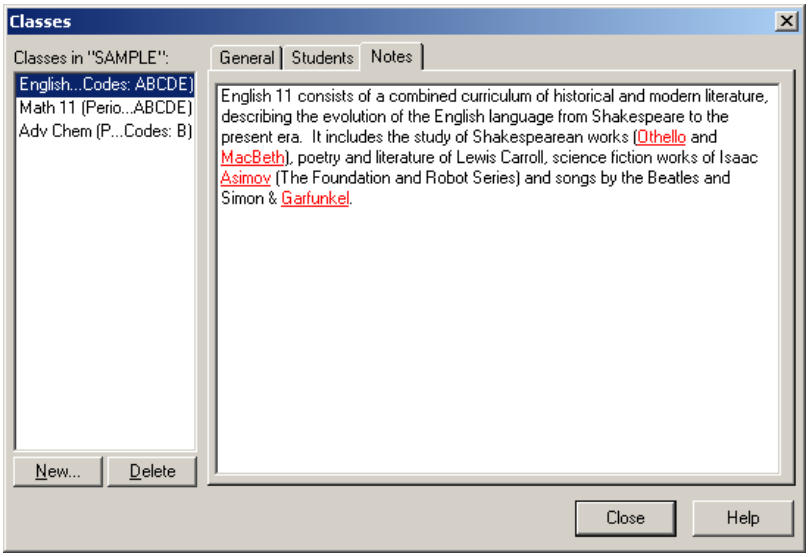
4. Use the Students tab to assign students to a class. Select a class, then a student, and click the right arrow.

> When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.
>
> This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.


Classes
Classes in "SAMPLE":
English...Codes: ABCDE)
Math 11 (Perio...ABCDE)
Adv Chem (P...Codes: B)
General
Students
Notes
English 11 consists of a combined curriculum of historical and modern literature, describing the evolution of the English language from Shakespeare to the present era. It includes the study of Shakespearean works (Othello and MacBeth), poetry and literature of Lewis Carroll, science fiction works of Isaac Asimov (The Foundation and Robot Series) and songs by the Beatles and Simon & Garfunkel.
New...
Delete
Close
Help

5. Use the Notes tab to record your notes about this specific class. It provides an ideal location for keeping your course syllabus.
6. Click Close.

Creating Classes

1. From the Setup menu, select Classes.
2. Click New.
3. Click Next.
4. Type a name and click Next. This is the only required field.

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5. Select a task type set from the drop-down list and click Next.
6. Register students by selecting their names from the list.

   When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.

   This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.
7. Click Next.
8. Choose Weighted Type, Total Points, or Skill.
9. Click Create.

Deleting Classes

If you delete a class, all spreadsheets, tasks, scores, and notes associated with that class are also deleted.

1. From the Setup menu, select Classes.
2. Select a class.
3. Click Delete.
4. Click Yes to confirm the deletion.

Adding Students to Classes

There are two ways to add students to classes. The students must already be entered in a gradebook. You can use either the Classes or the Students screen.

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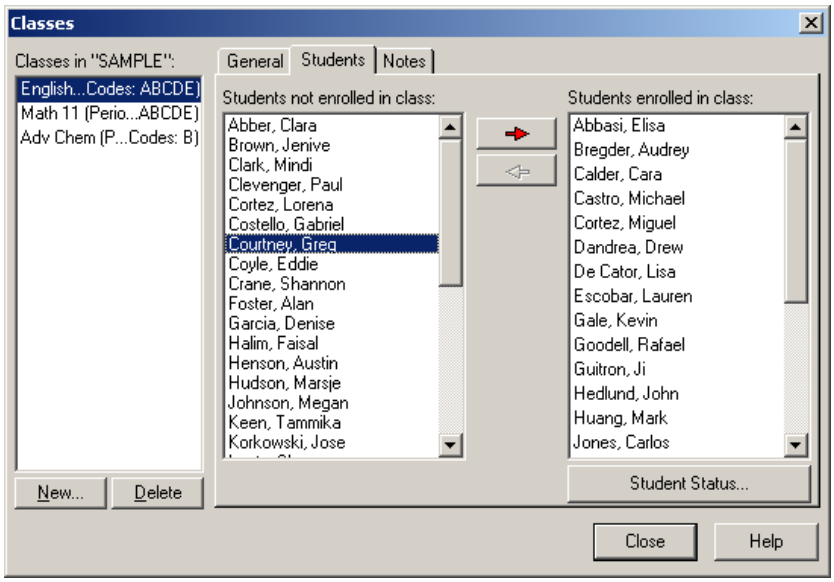
Using the Classes Screen

1. From the Setup menu, select Classes.
2. Click the Students tab.



3. Select the student you want to add from the *Students not enrolled in class* column, then click the right-facing arrow. The *Students enrolled in class* column displays the student's name.
4. Click Close.

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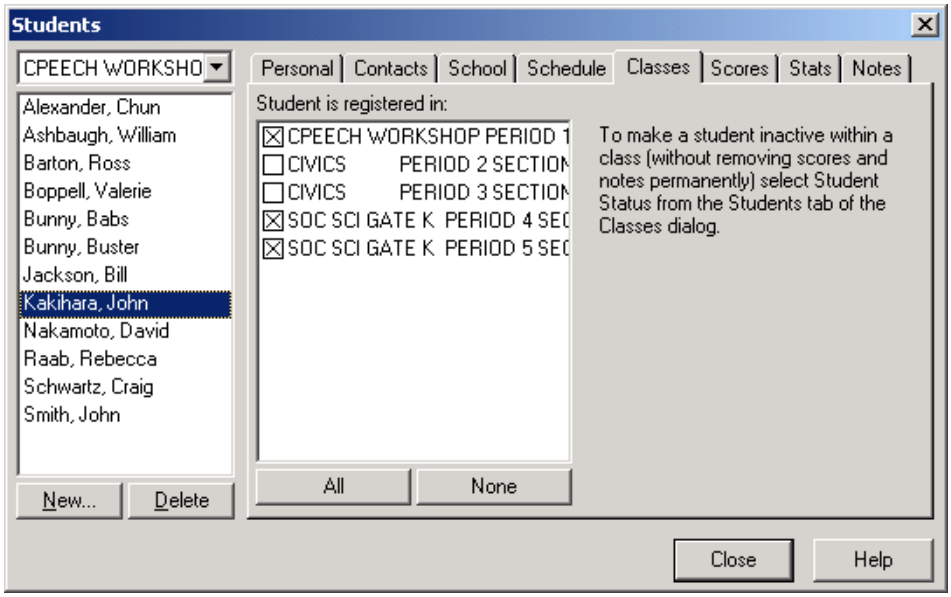
Using the Students Screen

1. From the Setup menu, select Students.
2. Click the Classes tab.



3. Select the student you want to add to a class, then select the class or classes you want to add them to.
4. Click Close.

Removing Students From Classes

There are three ways of removing a student from a class. Removing a student from a class permanently removes all scores associated with that student.

1. From the Setup menu, select Classes.
2. Click the Students tab.
3. Select the student you want to remove from the *Students enrolled in class* column, then click the left-facing arrow. The *Students not enrolled in class* column displays the student's name.

- Or

1. From the Setup menu, select Students.
2. Click the Classes tab.

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3. Select the student to remove, then deselect the appropriate class.

- Or

1. From the Setup menu, select Students.
2. Select the student to remove, then click Delete.
3. On the screen that displays, select *Remove From Class.*
4. Click Remove.

Making a Student Inactive

You can view an inactive student's grades up to the date they became inactive, even though grades are no longer being calculated.

Inactivating a student does not delete their scores or other information from the spreadsheet. A tilde (~) preceding a student's name (for example, ~Robert Jones) identifies inactive students on reports and spreadsheets.

Inactive students appear at the end of all student lists when sorted.

1. From the Setup menu, select Classes.
2. Click the Students tab.
3. Click Student Status. A list of students currently enrolled in the selected class displays. All students with selected checkboxes before their name are currently active.
4. Clear the checkbox before the name of the student you want to inactivate.
5. Click OK.
6. Click Close.

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5

Entering Tasks, Scores, and Notes

You add tasks and enter scores and notes daily. With the InteGrade Pro software, you can also adjust scores in several ways. All these functions are available from the Tasks menu.

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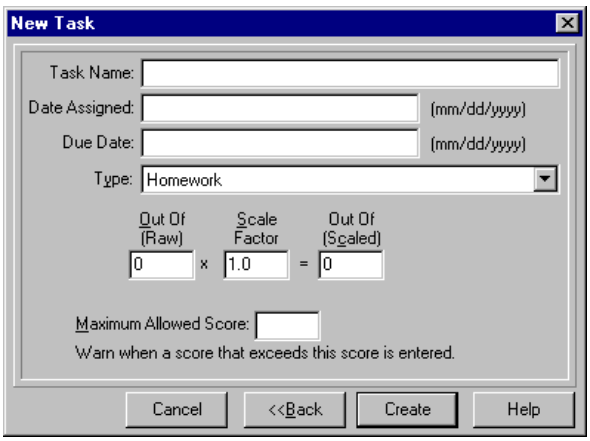
Creating a New Task

1. From the Tasks menu, select New Task.
2. Click Next



3. Type the task name.
4. Enter the date assigned and the due date.
5. Select the type of task from the drop-down list.
6. Enter the Out of score.
7. If you choose, you can enter a scale factor and a maximum score (the same as the Out of score). If you do so, you are warned if you accidentally enter a score higher than the maximum.
8. Click Create.

Other Ways to Create Tasks

You can also create new tasks in the following ways:

- Use the keyboard shortcut of Ctrl + N (Windows) or ⌘ N (Macintosh)
- Click the Task Name column heading and select New Task.
- Click New from the Edit Tasks screen.
- Select an existing task and click Copy from the Edit Tasks screen; The new task has the word “copy” at the end of its name.
- Import the tasks. See Importing Tasks, Spreadsheets, or Classes.
- Copy the tasks from another spreadsheet. See Copying Multiple Tasks.

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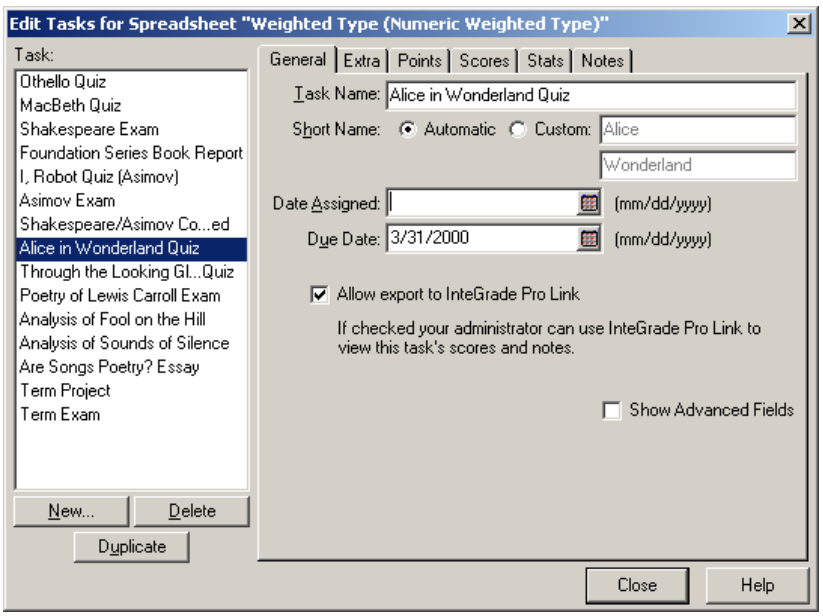
Editing Tasks

Viewing or Modifying Tasks

1. From the main viewer, select the class whose tasks you want to modify.
2. From the Tasks menu, select Edit Tasks.



3. From the task list at the left, select a task to view or modify.
4. On the General tab, if you want to change the name of this task, edit the *Task Name* field.
5. Review the abbreviated name for this task that the system created. The spreadsheet uses this shorter name. If you want to change the name, click Custom and enter a new name.
6. Review and modify the date fields, if necessary.
7. The selection *Allow Export to InteGrade Link* is on by default. This is used to extract specific task data for other programs.

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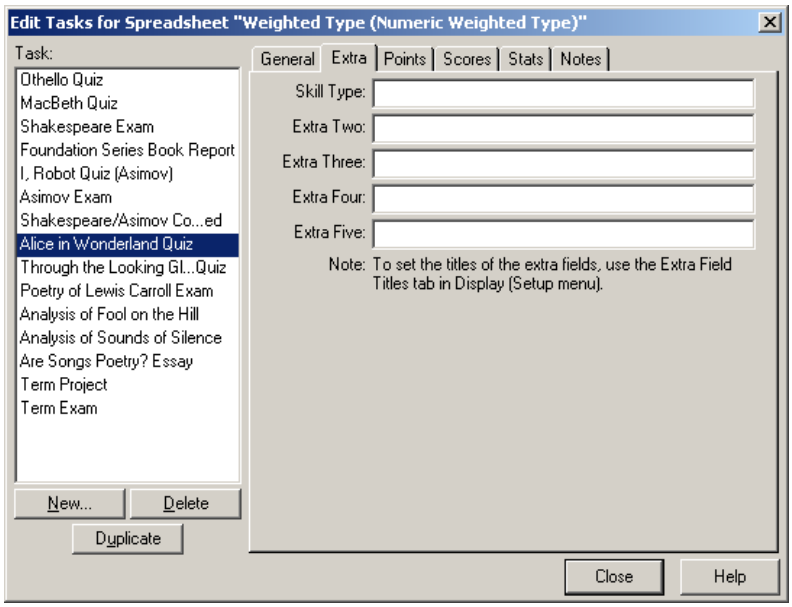
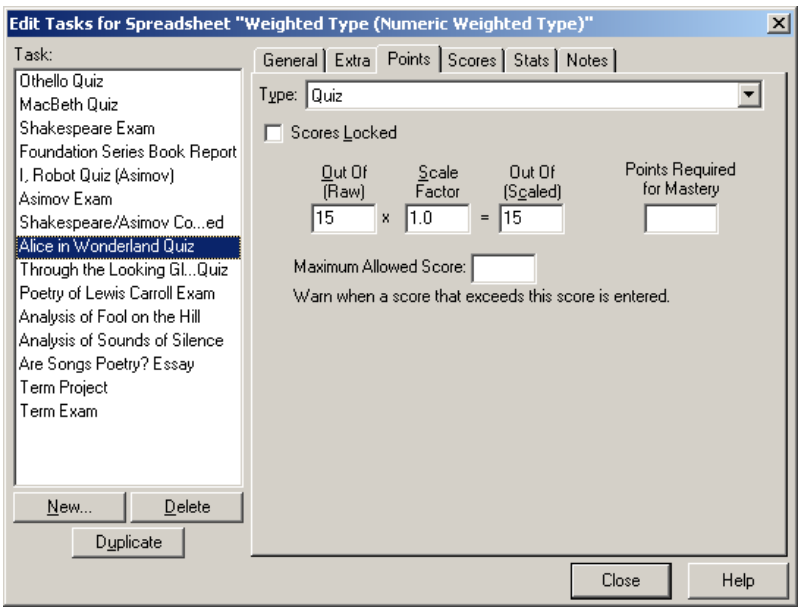
8. The Advanced fields are used only on the advice of your System Administrator.



9. On the Extra tab, you can record other details about this task. If you choose to use these fields, use the Display command from the Setup menu to customize these field names.



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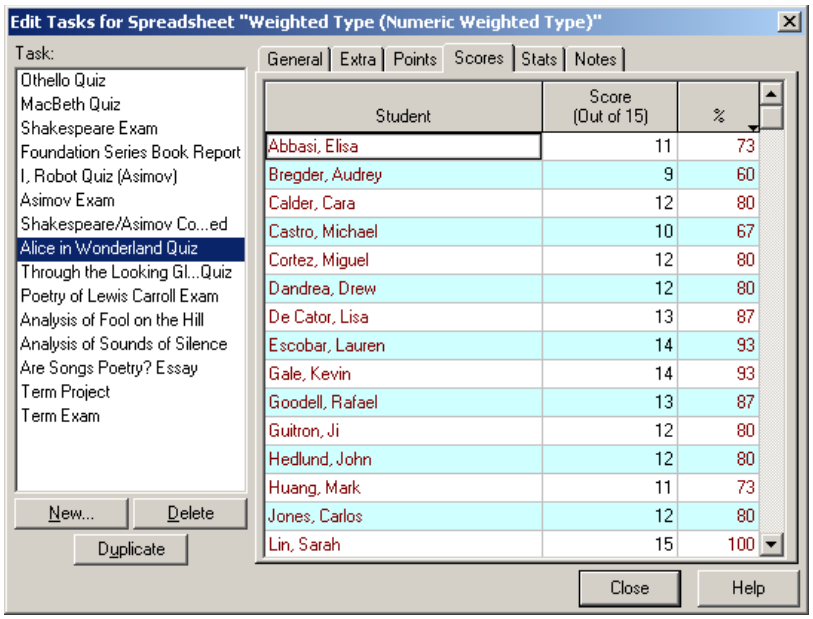
10. The Points tab includes all the fields you saw when you created this task. You can modify any of these fields. If you do so, all grades are automatically recalculated. Select *Scores Locked* to prevent accidentally overwriting the scores.



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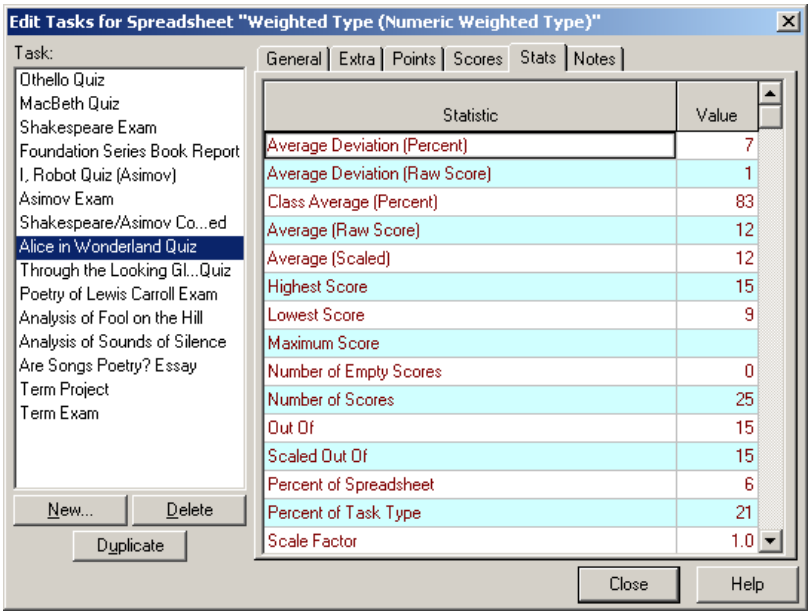
11. Use the Scores tab to view and modify the scores for this task. This is one of the screens where you can enter scores for new tasks. You can customize the right-most column by clicking the column header and selecting another score transformation from the drop-down list.



The Stats tab displays 19 different statistical pieces of information about this task.

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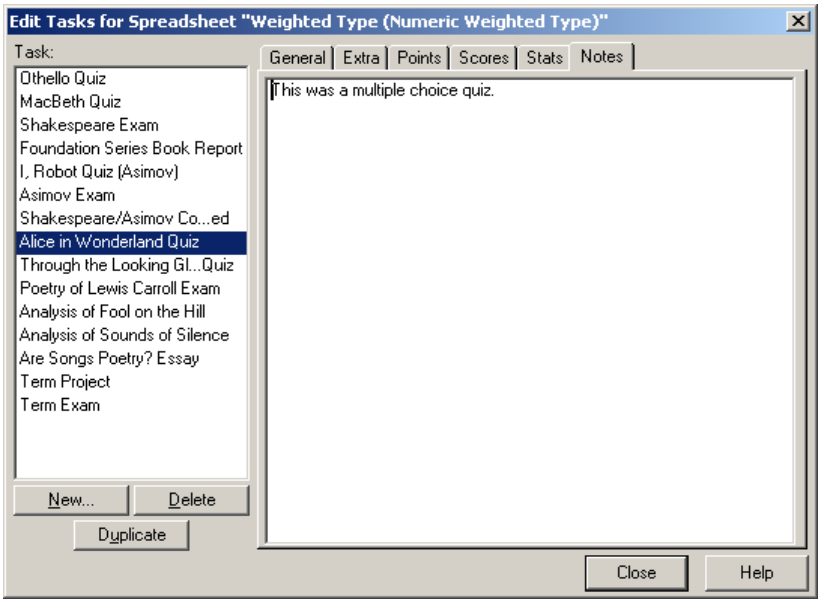

12. Use the Notes tab to record notes about this task.
13. Click Close.

Deleting Tasks

Deleting a task removes all scores for that task from your gradebook.

1. From the Tasks menu, select Edit Tasks.
2. Select the task to delete.
3. Click Delete.
4. Click Yes to confirm the deletion.

Other Ways to Open the Edit Tasks Screen

The Edit Tasks screen is the starting point for many task-related activities. Open this screen using any of the following methods:

- From the Tasks menu, select Edit Tasks.
- Double-click any task name on the spreadsheet.
- Click the Task Name column heading and select Edit Tasks from the drop-down menu.

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Copying One Task

To quickly copy one task within the same spreadsheet, on the Edit Task screen select a task and click Copy.

This way of copying does not bring the scores to the new task.

Copying Multiple Tasks

You can copy tasks from the same spreadsheet or from another spreadsheet. You can copy more than one task at a time.

Copying tasks is a fast way to create a new task that is similar to an existing one. Copy the task, then modify it. Remember to give it a new name.

This procedure is especially useful for copying more than one task between spreadsheets. This procedure brings all the scores with the task, if the student name matches.

1. From the Tasks menu, select Copy Tasks.
2. Select a class and a spreadsheet to copy from.
3. Click Next.
4. Select the task to copy. Use the All or None buttons if they help speed up your selections.
5. To move tasks, select *Delete original tasks after copying*.
6. Click Next.
7. To transform the score while you are copying it, select another from the list. Otherwise, leave *Raw Score* selected and click Next.
8. Click OK. The task is copied into your current spreadsheet and appears highlighted.
9. Double-click the new task and change its name.
10. Make other changes to this task, as required.

Replacing a Task With Another

1. Select the class and spreadsheet that contains the task you want to replace.
2. In the Student area of the viewer, click the column title of the task you want to replace.

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3. Select Replace Task from the drop-down menu.
4. Select a class and a spreadsheet to copy from and click Next.
5. Select the item to copy and click Next.
6. To transform the score while you are copying it, select another score from the list. Otherwise, leave *Raw Score* selected and click Next.
7. Click OK. The task replaces the selected task in your current spreadsheet.
8. Edit the task as required.

Combining Tasks

The InteGrade Pro software can combine several tasks into a new task to help you manage a large number of tasks more efficiently.

This feature does not work as described if one of the scores to be combined is an INC (Incomplete) score. The result of combining tasks when one of them has an INC score is a combined task with an INC total combined score.

As a precaution, print the Spreadsheet report before combining tasks, especially if you intend to delete the tasks after combining them.

1. Select the class containing the tasks you want to combine.
2. From the Tasks menu, select Combine Tasks.
3. Choose whether you want to combine the tasks to total points (15 + 15 + 10 = 40) or whether you want to combine to a percentage (a new task out of 100) and click Next.
4. If you selected to combine to Total Points, use the Task Type drop-down list to select the type of tasks you wish to combine. If you selected to combine to a Percentage, select the Filter button to filter out certain types of tasks.
5. Select the tasks to combine. Use the All or None buttons to speed up your selection.
6. Type the name of the new combined task and select the amount of precision for the score. Click Next.
7. Choose whether you want to delete the tasks being combined. Delete the original tasks only if you no longer need details about the individual tasks and if you have printed the Spreadsheet report for future reference. Click Next.

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8. Click Combine. The combined task is displayed as a new task at the end of the list. It's Out Of value is either the value you specified or the total of all the tasks being combined, depending on which option you chose. It's scale factor is 0.0 to prevent it from affecting the class totals.
9. Edit the new task and change its scale factor to 1.0 to include it in the calculations.

Instead of deleting the original tasks, consider changing their scale factor to 0.0. This prevents them from affecting the totals and keeps them in your spreadsheet should you decide that you want to use them later. You can also save the gradebook under another name to preserve your original tasks. When you are satisfied with the merged results, you can delete the original gradebook. If not, you can delete the copy.

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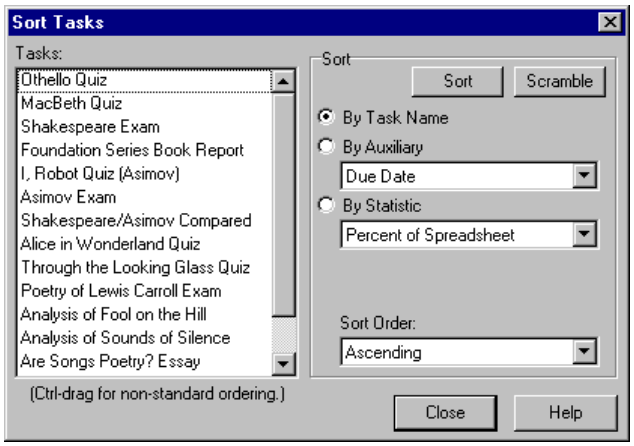
Sorting Tasks

Sorting tasks lets you quickly see the results the way you want to see them.

1. From the View menu, select Sort Tasks.



2. Choose the field you want to sort on:
   - *By Task Name* is the default sort.
   - *By Auxiliary* lets you select any of 12 other fields from the drop-down list.
   - *By Statistic* lets you select from 19 different score transformations in the drop-down list.
3. Choose the direction of sort. Ascending (A-Z) is the default sort. Your other choice is Descending (Z-A).
4. Click Sort.

Other Ways to Sort Tasks

- On the spreadsheet, click any column title in the Tasks area and select *Sort Tasks*. The Sort Tasks screen displays. Make your selections and click Sort.
- On the spreadsheet, click any column title in the Tasks area and select *Sort Tasks by Column*. Tasks are sorted in the order of that column's data. For example, if you want to see which task had the highest class average, you would sort on the Class Avg column.
- Click anywhere in the Tasks area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select Sort Tasks by Column or Sort Tasks from the context menu.

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Scrambling the Order

1. From the View menu, select Sort Tasks.
2. Click Scramble.
3. Click Close.

Sorting Manually

From the Sort Tasks screen, hold down the <Ctrl> key (Windows) or ⌘ key (Macintosh) and drag a student name to a new position.

Working with Scores

After your classes are set up and you have entered students and tasks, you need to enter scores for those tasks.

You can enter scores in either numeric or skill spreadsheets. You can also create hot links between numeric or skill spreadsheets and End Term spreadsheets. These hot links link the spreadsheet grade to the End Term spreadsheet. Any time the numeric or skill spreadsheet grade changes, the End Term spreadsheet is automatically updated.

InteGrade Pro gradebook software does not prevent you from entering scores above 100%. To remind you of such scores, a cell has a small marker in the upper-right corner if the score is over 100%. This is different from a marker in the lower-right corner of the cell, which indicates the presence of a note.

Using the Edit Tasks Screen

When you enter scores in the Edit Tasks screen, the student name is next to the score. Only one task is visible at a time. You can customize the third column at the right to display the student's score in a number of ways.

1. Select the appropriate class and spreadsheet.
2. From the Tasks menu, select Edit Tasks.
3. Select a task.

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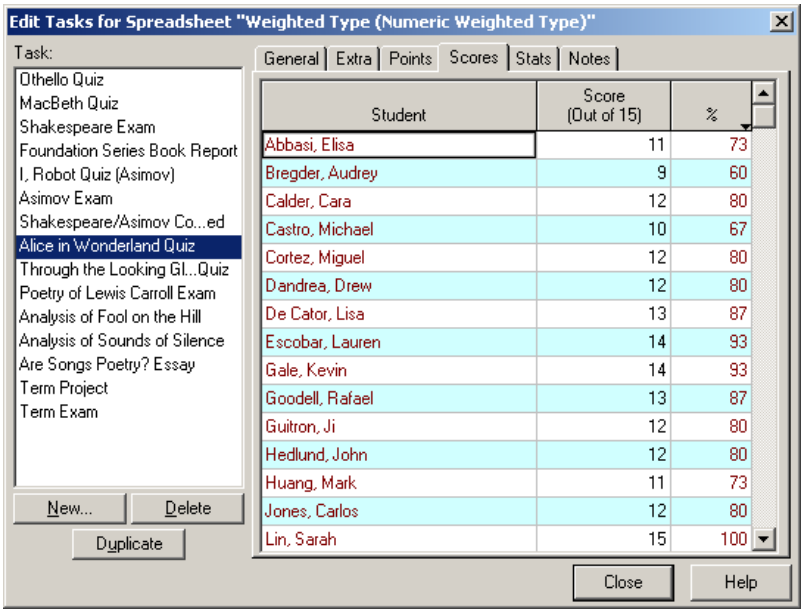
4. Click the Scores tab.



5. Beside each student's name, enter the scores for that task.
6. Click Close.

Entering Scores On the Spreadsheet

Entering scores in the spreadsheet lets you move quickly between tasks and lets you see at a glance how the student fared on other tasks.

1. Select the appropriate class and spreadsheet.
2. On the spreadsheet, in the Student area of the viewer, locate the column labeled with the short form of the task name.

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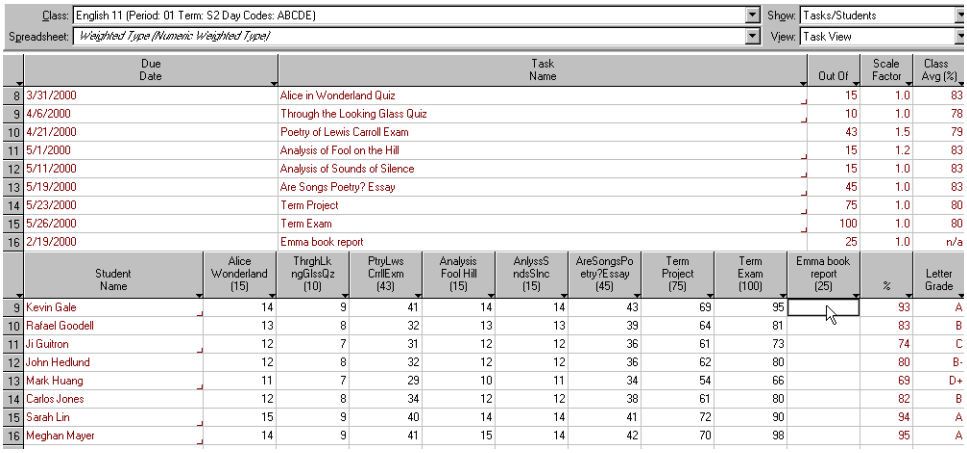
3. Move the cursor to the correct row for the student whose score you are entering.



Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE) Show: Tasks/Students

Spreadsheet: *Weighted Type (Numeric Weighted Type)* View: Task View

	Due Date	Task Name	Out Of	Scale Factor	Class Avg (%)
8	3/31/2000	Alice in Wonderland Quiz	15	1.0	83
9	4/6/2000	Through the Looking Glass Quiz	10	1.0	78
10	4/21/2000	Poetry of Lewis Carroll Exam	43	1.5	79
11	5/1/2000	Analysis of Fool on the Hill	15	1.2	83
12	5/11/2000	Analysis of Sounds of Silence	15	1.0	83
13	5/19/2000	Are Songs Poetry? Essay	45	1.0	83
14	5/23/2000	Term Project	75	1.0	80
15	5/26/2000	Term Exam	100	1.0	80
16	2/19/2000	Emma book report	25	1.0	n/a

	Student Name	Alice Wonderland (15)	ThrghLk ngGlssQz (10)	PtryLws CrrllExm (43)	Analysis Fool Hill (15)	AnlyssS ndsSInc (15)	AreSongsPo etry?Essay (45)	Term Project (75)	Term Exam (100)	Emma book report (25)	%	Letter Grade
9	Kevin Gale	14	9	41	14	14	43	69	95		93	A
10	Rafael Goodell	13	8	32	13	13	39	64	81		83	B
11	Ji Guitron	12	7	31	12	12	36	61	73		74	C
12	John Hedlund	12	8	32	12	12	36	62	80		80	B-
13	Mark Huang	11	7	29	10	11	34	54	66		69	D+
14	Carlos Jones	12	8	34	12	12	38	61	80		82	B
15	Sarah Lin	15	9	40	14	14	41	72	90		94	A
16	Meghan Mayer	14	9	41	15	14	42	70	98		95	A

4. Type a numeric score or a special score. You can also right-click the cell (Windows) or Ctrl-Click (Macintosh) and select a special score from the context menu. Skill scores can include letters and numbers, up to seven characters long. These scores are not based on grade tables. Numeric scores that are above the maximum score defined for the task generate a confirmation screen.

5. Press Enter or use either the Up or Down arrow keys to enter the score.

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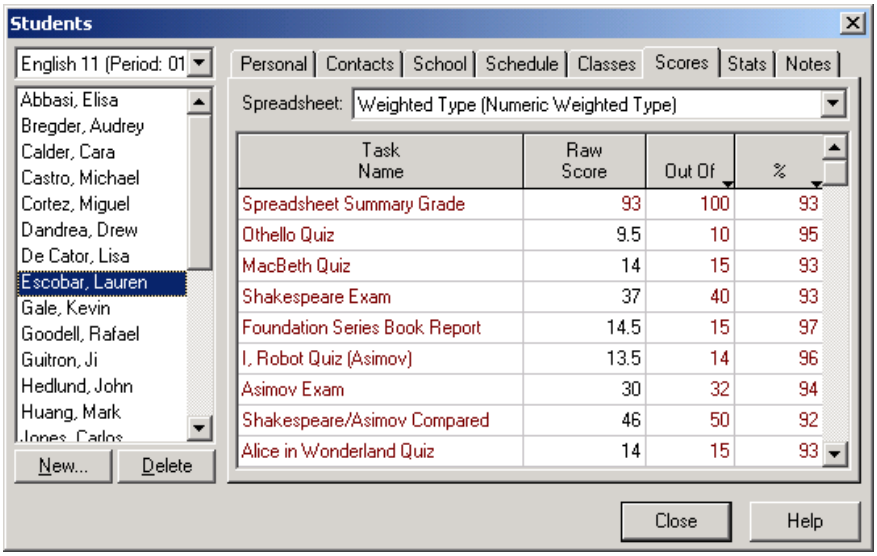
Using the Students Screen

1. From the Setup menu, select Students.
2. Click the Scores tab.



3. Select the appropriate spreadsheet in the drop-down list.
4. Select a student.
5. Locate the task that requires the score and type the score.
6. Press Enter or use either the Up or Down arrow keys to enter the score.
7. Repeat Steps 4–6 for each student's score.
8. Click Close.

Scores Automatically Copied to Spreadsheets

Transferring Students to a New Class

The InteGrade Pro software now includes a feature that assists you when you transfer a student from one class to another class (for example, transferring a student from one period of English 11 to another period of English 11). This type of transfer can happen in one of two ways: when students are imported from an updated roster file or when a student is added manually to a new class.

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Each time a student is added to a class (whether by importing students or by manually adding a student), the InteGrade Pro software looks for existing classes for that student. The system determines whether any of the existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, no information is copied and youmust add the student's scores and note information manually to the new class.

This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

Rules Governing the Student Copy Process

When the InteGrade Pro software attempts to transfer student scores and notes from one class to another, it performs a series of checks to ensure that the class to which the student is being copied is the same as the one where the student originates. This is accomplished as follows:

1. The software looks for a class with the same course ID. If no matching class is found, nothing is copied.
2. If a matching course ID is found, the software checks whether any spreadsheets in the existing class match any spreadsheets in the new class. Spreadsheets match if they have the same spreadsheet ID, are of the same type and the names match. If no spreadsheet match is found, nothing is copied.
3. If a matching spreadsheet is found, the software checks whether any of the tasks on the spreadsheets match. To match tasks, the software checks task IDs, task names, types, "out of" scores and due and assignment dates.

After scores have been copied for a student, you should review them for accuracy. Using the new Fill Row feature, you can quickly replace a row of scores for a student (across all copied tasks) with another score. For example, if you want to delete the copied scores, you can replace the existing scores with a blank score.

> In the above steps, if the InteGrade Pro software encounters more than one matching course, spreadsheet or task, that course, spreadsheet or task is not copied.

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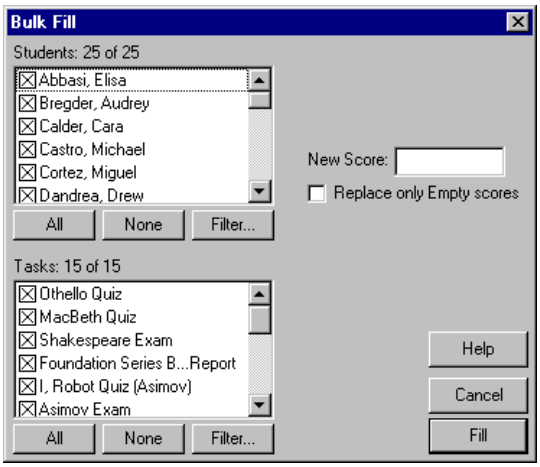
Entering Many Scores At Once

If you need to enter the same score for many students and tasks, use the Bulk Fill command from the Tasks menu. You can also use the Bulk Fill feature for entering missing scores, or replacing existing scores.

A related command is the Fill Column command, accessed by clicking a column title. This command is ideal for quickly entering the same score in the entire column. It is also useful for erasing a column by filling it with blanks.

Bulk Fill

1. From the Tasks menu, select Bulk Fill.



2. Select the students who are to receive this score. Use the All or None buttons to speed your selection.
3. Select the tasks that are to receive this score. Use the All or None buttons to speed your selection.
4. Type the new score.
5. Select *Replace only Empty scores* if you want this score going only to students who currently do not have a score for this task.
6. Click Fill.

Using the Filter With Bulk Fill

You can create rules to determine which students and tasks should receive the score. Once you specify the rules, you can select specific students and tasks from the ones that were filtered.

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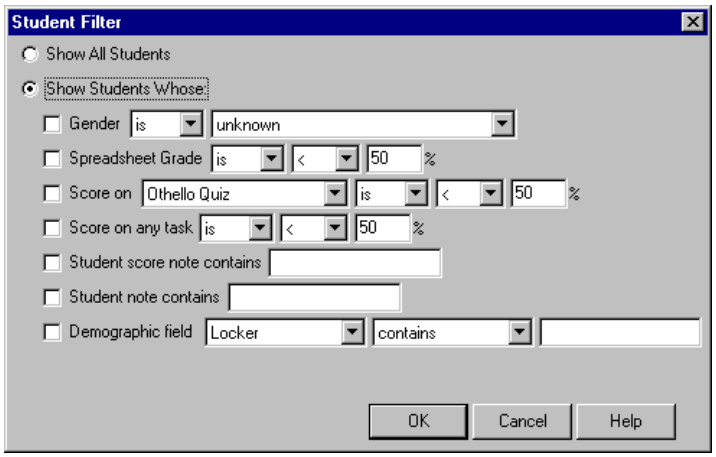
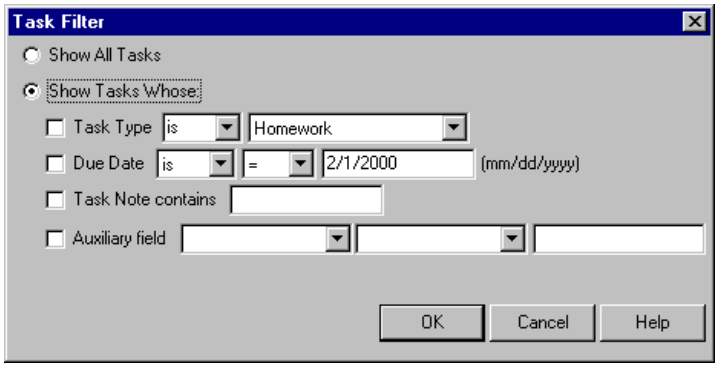
1. From the Tasks menu, select Bulk Fill.
2. On the Bulk Fill screen, click Filter.
3. Click the Filter button below the Students or Tasks area.

   You can create and use a filter for students or for tasks, or for both students and tasks.





4. Select *Show Students Whose* or *Show Tasks Whose*.

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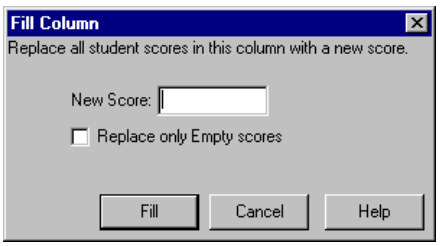
5. Select the filter you want to use, and modify it using the drop-down lists.

   For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select *Student score note contains* and type the word flu. Or if you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.

6. Click OK.
7. Type the new score.
8. Select *Replace only Empty scores* if you want this score going only to students who currently do not have a score for this task.
9. Click Fill.

Filling Columns

1. In the Student area of the viewer, click the column header of the column you want to fill.
2. From the menu that displays, select Fill Column.



3. Enter the score you want to use to fill the column.
4. To fill only the blank cells, select *Replace only empty scores*.
5. Click Fill.

Erasing Scores Using the Fill Row Command

The Fill Row screen is used to quickly erase all of the task scores for a particular student. It is normally used when a student has been added to a class and the scores copied by the system require editing or deletion. You can delete all of the task scores for a student by replacing the existing scores with a blank score. This in effect deletes the scores for the student across all tasks.

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Filling a Row of Scores

This procedure is used to replace a row of existing scores for a student (across all tasks on the spreadsheet). You can use this to effectively erase all of the scores in a row or to replace them with another score.

1. In the Class viewer, right click any task cell for the student whose scores you want to replace.
2. From the Right Click menu, select Fill Row.
3. On the Fill Row screen, enter the New Score. You may leave the *New Score* field blank if you wish to erase all of the scores for the student.
4. If you wish to replace only the empty scores, check the *Replace only Empty scores* checkbox.
5. Click Fill.

Scanning in Scores (Windows)

The scanning feature of the InteGrade Pro software enables you to scan in scores from a standard NCS Pearson scan form. This feature is not available on a Macintosh.

This procedure assumes that you have a functioning scanner attached to your computer and that you have all the appropriate scan forms ready. Scores are not actually created in your gradebook until the final step of this process. Scanning updates tasks in the current viewer.

> **Warning:** Performing other tasks or starting additional applications while scanning can cause unpredictable results. NCS Pearson recommends that you do not open other applications or attempt to perform other tasks while scanning.

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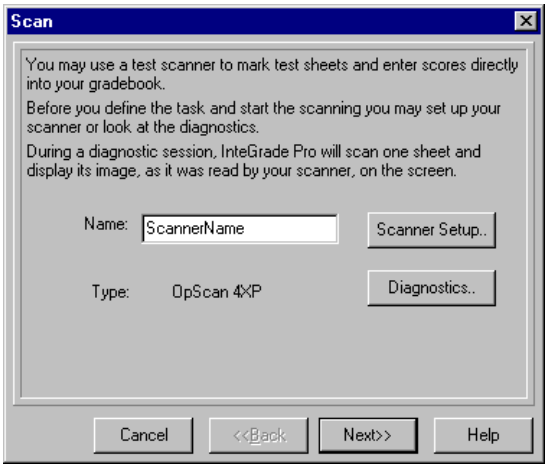
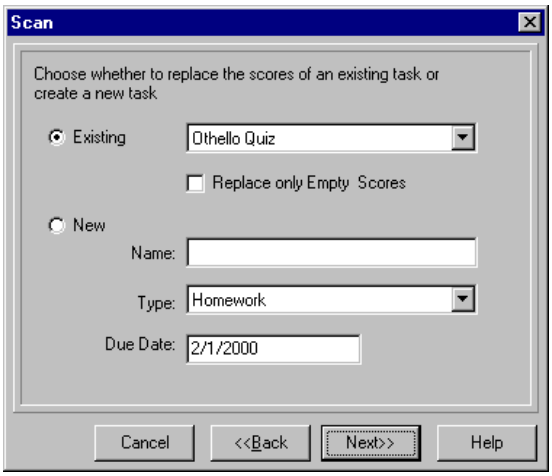
1. From the Tasks menu, select Scan.


Scan
You may use a test scanner to mark test sheets and enter scores directly into your gradebook.
Before you define the task and start the scanning you may set up your scanner or look at the diagnostics.
During a diagnostic session, InteGrade Pro will scan one sheet and display its image, as it was read by your scanner, on the screen.
Name:
ScannerName
Scanner Setup..
Type:
OpScan 4XP
Diagnostics..
Cancel
<<Back
Next>>
Help

2. The name of your scanner displays.Click Diagnostics only if you need to test whether your scanner is working correctly. Use the Scanner Setup button which leads to the Scanner Configuration screen only on the instructions of your system administrator.
3. Click Next.



4. Choose whether you want the scanned in scores to replace the scores of an existing task or create a new task.
   - If you choose *Existing*, you must also decide if you want to replace all scores or only empty scores.
   - If you choose *New*, you must enter a task name, select its type from the drop-down list, and enter a due date.
5. Click Next.

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6. Confirm that the first form in the scanner is the test answer key and click Next.
7. Review the results of scanning the key sheet. If you are satisfied that you have the correct forms in the scanner, click Next.
   Scanning begins and a progress bar displays on screen. The student name of the sheet being processed displays.
   - If a student ID is encountered twice, a screen displays asking you if you want to replace the data. Clicking Yes replaces the original scanned results for that student with the latest scan results. Clicking No retains the original scanned results and ignores this latest scan.
   - If an unknown student ID is encountered, a screen displays “No such student in class”. Click OK to resume the scanning process. The score for the unknown student ID is ignored.
8. When scanning is complete, review the results on screen. If you want to print this information, click Print Report.
9. Click Close to create a task and add the scanned results to your gradebook.

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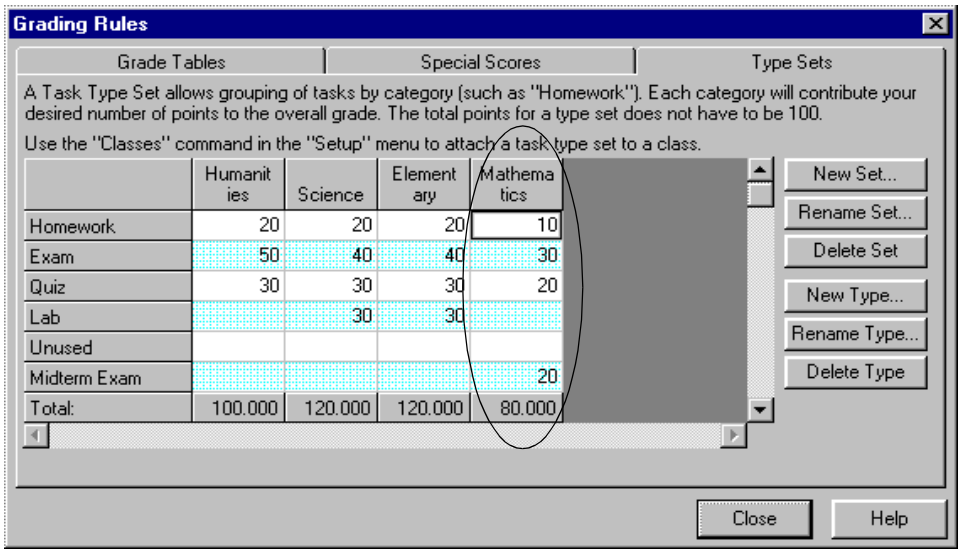
How Grades Are Calculated

InteGrade Pro gradebook software always calculates the correct grade for a student. The following example show the methodology used to calculate that grade.

First, assume that the circled Type Set is being used for Mathematics.


Grading Rules
Grade Tables
Special Scores
Type Sets
A Task Type Set allows grouping of tasks by category (such as "Homework"). Each category will contribute your desired number of points to the overall grade. The total points for a type set does not have to be 100.
Use the "Classes" command in the "Setup" menu to attach a task type set to a class.
Humanities
Science
Elementary
Mathematics
Homework 20 20 20 10
Exam 50 40 40 30
Quiz 30 30 30 20
Lab 30 30
Unused
Midterm Exam 20
Total: 100.000 120.000 120.000 80.000
New Set...
Rename Set...
Delete Set
New Type...
Rename Type...
Delete Type
Close
Help

Then, divide the points assigned to each type by the total points to calculate what percentage each type contributes to the student's grade. For example, Homework is worth 10 points out of 80, or 12.5%.

Task Type	*Points*	*Total Points*	*Percent of Overall Grade*
Homework	10	80	10 ÷ 80 = 12.5%
Exam	30	80	30 ÷ 80 = 37.5%
Quiz	20	80	20 ÷ 80 = 25.0%
Midterm Exam	20	80	20 ÷ 80 = 25.0%
Total	80		Total Grade = 100%

But these figures hold true only if the student has at least one score for each task type. That means until the midterm exam is given, a student will have only completed tasks of the other three types. As a result, during that time each type will contribute more than the percentage just calculated.

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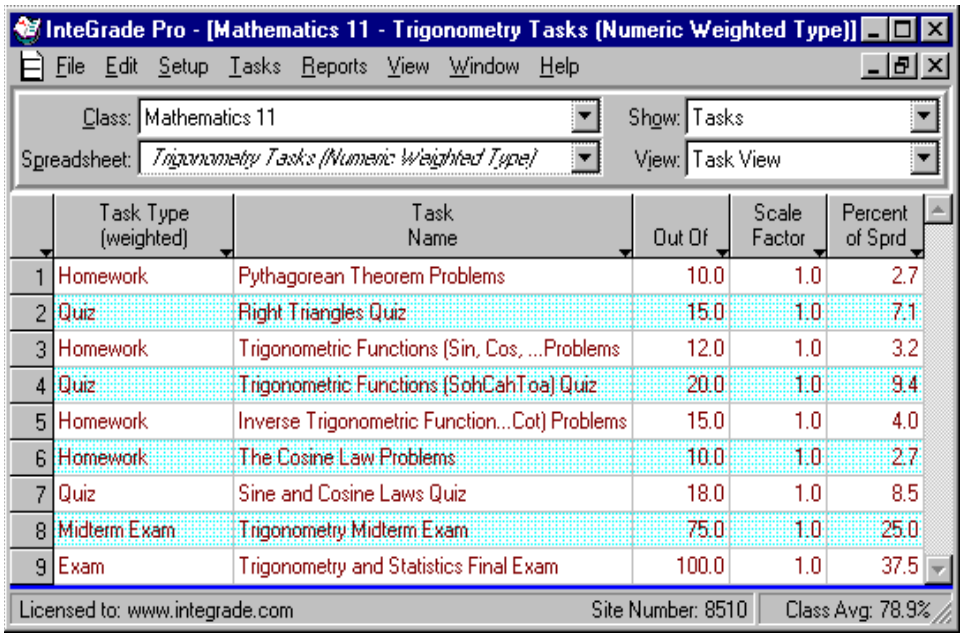
In this case, with no midterm, the total points are only 60 instead of 80, and so homework contributes 10 divided by 60 or 16.7% of the overall grade.

Next, assume that the following nine tasks are given for the class:


InteGrade Pro - [Mathematics 11 - Trigonometry Tasks (Numeric Weighted Type)]
File Edit Setup Tasks Reports View Window Help
Class: Mathematics 11
Show: Tasks
Spreadsheet: Trigonometry Tasks (Numeric Weighted Type)
View: Task View
Licensed to: www.integrade.com
Site Number: 8510
Class Avg: 78.9%

	Task Type (weighted)	Task Name	Out Of	Scale Factor	Percent of Sprd
1	Homework	Pythagorean Theorem Problems	10.0	1.0	2.7
2	Quiz	Right Triangles Quiz	15.0	1.0	7.1
3	Homework	Trigonometric Functions (Sin, Cos, ...Problems	12.0	1.0	3.2
4	Quiz	Trigonometric Functions (SohCahToa) Quiz	20.0	1.0	9.4
5	Homework	Inverse Trigonometric Function...Cot) Problems	15.0	1.0	4.0
6	Homework	The Cosine Law Problems	10.0	1.0	2.7
7	Quiz	Sine and Cosine Laws Quiz	18.0	1.0	8.5
8	Midterm Exam	Trigonometry Midterm Exam	75.0	1.0	25.0
9	Exam	Trigonometry and Statistics Final Exam	100.0	1.0	37.5

Since only one midterm exam is given, it is worth the entire 25% of the overall grade as noted previously. Likewise, only one exam is given, so it's worth 37.5% of the student's grade.

Quizzes are worth 25% of the overall grade, but there are more than one, so their contribution is calculated as follows. If we divide the points assigned to each quiz by the total points (53), we see what percentage each quiz contributes to the quiz portion of the total mark

Quizzes	*Points*	*Ttl. Quiz Points*	*% of Quiz Grade*	*% of Overall Grade*
Right Triangles	15	53	15 ÷ 53 = 28.3%	28.3% of 25% = 7.1%
Trigonometric functions	20	53	20 ÷ 53 = 37.7%	37.7% of 25% = 9.4%
Sine and Cosine Laws	18	53	18 ÷ 53 = 34.0%	34.0% of 25% = 8.5%
Total	53			25%

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When the percentage of the overall grade that each task contributes is calculated, we arrive at the student's overall grade. The following table shows the three quizzes and their contribution to the overall mark, with the *% of Overall Grade* figures from the previous table, as well as the other tasks. This example also includes four Problems that are homework assignments contributing towards the 16.7% of the total grade.

Tasks	***Score***	***Out Of***	***% [score ÷out of]***	***% of Overall Grade***	***Overall % [% x % of Overall Grade]***
Pythagorean Theorem Problems	8	10	80%	2.7%	2.2%
Right Triangles Quiz	12	15	80%	7.1%	5.7%
Trigonometric Functions (Sin, Cos, Tan) Problems	11	12	91.7%	3.2%	2.9%
Trigonometric Functions Quiz	17.5	20	87.5%	9.4%	8.2%
Inverse Trigonometric Functions (S~Cot) Problems	11	15	73.3%	4.0%	2.9%
The Cosine Law Problems	7.5	10	75%	2.7%	2%
Sine and Cosine Laws Quiz	15	18	83.3%	8.5%	7.1%
Trigonometry Midterm Exam	61	75	81.3%	25%	20.3%

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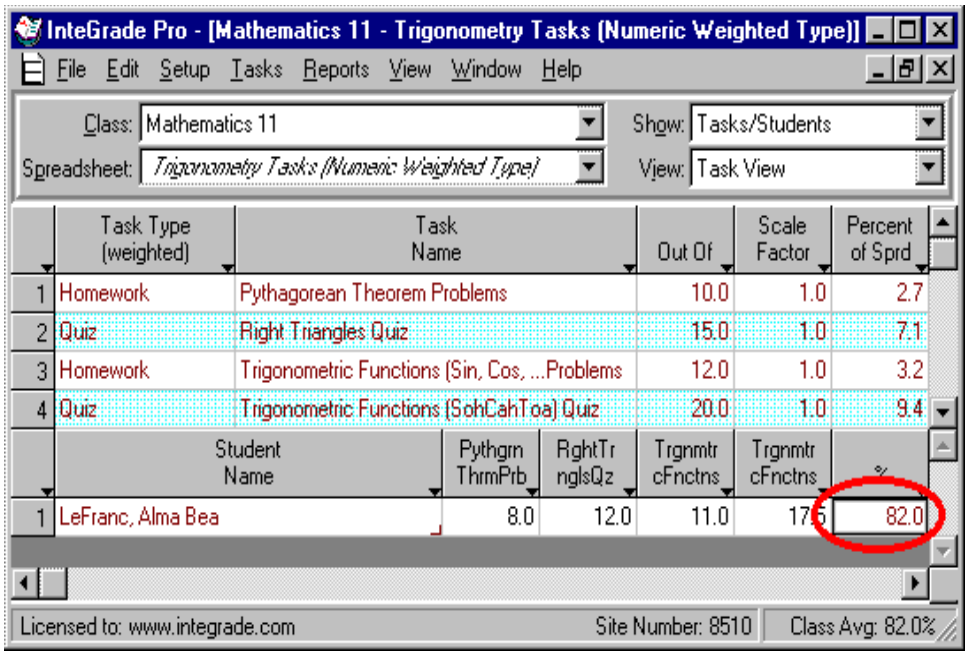
Tasks	Score	Out Of	% [score ÷out of]	% of Overall Grade	Overall % [% x % of Overall Grade]
Trigonometry and Statistics Final Exam	82	100	82%	37.5%	30.8%
					82%

For the final result, the InteGrade Pro software calculated 82% for the student's grade. The system recalculates these grades automatically whenever you change a score or a grade rule.


InteGrade Pro - [Mathematics 11 - Trigonometry Tasks (Numeric Weighted Type)]
File Edit Setup Tasks Reports View Window Help
Class: Mathematics 11
Show: Tasks/Students
Spreadsheet: Trigonometry Tasks (Numeric Weighted Type)
View: Task View
Task Type (weighted)
Task Name
Out Of
Scale Factor
Percent of Sprd
1 Homework Pythagorean Theorem Problems 10.0 1.0 2.7
2 Quiz Right Triangles Quiz 15.0 1.0 7.1
3 Homework Trigonometric Functions (Sin, Cos, ...Problems 12.0 1.0 3.2
4 Quiz Trigonometric Functions (SohCahToa) Quiz 20.0 1.0 9.4
Student Name
PythgrmThrmPrb
RghtTrnglsQz
TrgnmtrcFnctns
TrgnmtrcFnctns
%
1 LeFranc, Alma Bea 8.0 12.0 11.0 175 82.0
Licensed to: www.integrade.com
Site Number: 8510
Class Avg: 82.0%

Adjusting Scores

Usually, the scores achieved by your students are the ones used to calculate their overall grades. At times you might need to adjust the scores. For example, if a test was too hard and class scores were significantly lower than expected, you might want to adjust them.

InteGrade Pro gradebook software offers several commands to help you adjust scores fairly. These commands are statistically sound and are easier to use than manually altering student scores.

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The score-adjusting functions are available only while a numeric spreadsheet is active.

> Before altering any scores, you should print the Spreadsheet report. This gives you an archive of the original, unaltered scores. If the results are not what you expect, you can always “back out” of any changes if you have not saved the gradebook.

Dropping and Restoring Scores

The Drop/Restore Scores command automatically drops one or more scores that are the most damaging to a student’s overall grade. Because different task types like quizzes and homework may contribute differing amounts to the overall grade, the most damaging score might not necessarily be the lowest one.

For example, suppose you have an equal number of quiz and homework tasks. A student receives 3 out of 10 on a quiz and 4 out of 10 on a homework task. However, if quizzes account for 20% of the overall grade, while homework accounts for 40%, the 4 out of 10 homework task would be dropped, even though the quiz score of 3 out of 10 is lower.

How It Works

The Drop/Restore Scores command tries dropping each score and then notes how it affects the student’s overall grade. This procedure applies Drop labels—a special type of Excused label—to the number of scores requested.

The Drop label behaves like any other Excused label, except that its name is fixed and it does not appear in the Special Scores tab of the Grading Rules screen.

The original score still exists beneath the Drop label. If you use another score manipulation factor, such as Curve Scores, you can affect the original score.

Limitations of Drop Scores

- Drop Scores will not function for any student with an INC (Incomplete) score on ANY of the tasks included in your selection. You must replace the Incomplete score with an Excused label in order for Drop Scores to work.
- The InteGrade Pro software counts Excused scores as dropped scores. If a student has the same or greater number of Excused labels as the number of scores you are asking to drop, the system will not

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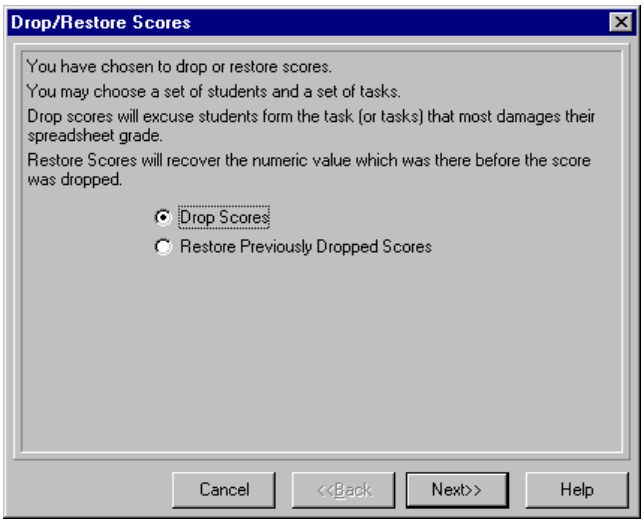
apply additional Drop labels. For example, if a student has two Excused labels and you are requesting that the two most damaging scores be dropped, that student will have no additional scores dropped.

- Drops Scores does not work if you include a task that has all empty scores (i.e. a task that has not yet been completed). Be sure to select only tasks that have been scored. Do not select future tasks that have yet to be scored..

Caution If you type over a Drop label on the spreadsheet, you replace both the Drop label and the original score. You cannot restore the original scores if you do this.

Dropping Scores

1. Select the class whose scores you want to drop.
2. From the Tasks menu, select Drop/Restore Scores


Drop/Restore Scores
You have chosen to drop or restore scores.
You may choose a set of students and a set of tasks.
Drop scores will excuse students form the task (or tasks) that most damages their spreadsheet grade.
Restore Scores will recover the numeric value which was there before the score was dropped.
Drop Scores
Restore Previously Dropped Scores
Cancel
<<Back
Next>>
Help

3. Select Drop Scores and click Next.

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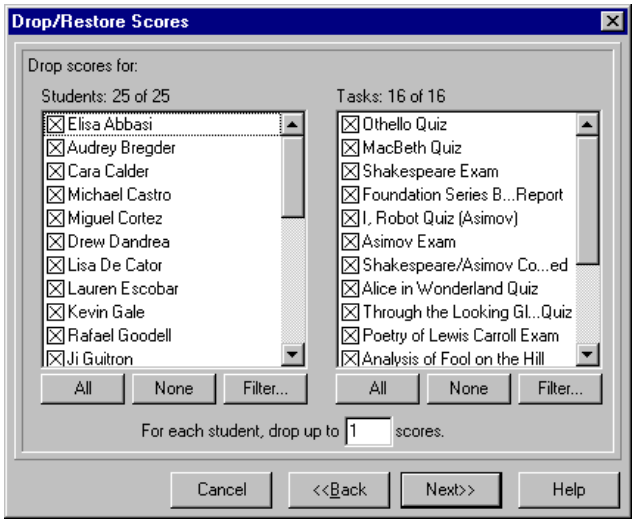
4. Enter the number of scores to drop. You can drop one or more scores.



5. Select the students and tasks to include by manually choosing from the list. Use the All and None buttons to speed your selection, or click Filter and create rules.
6. Click Next.
7. Click Drop.

You can undo the Drop/Restore Scores manipulations at any time.

Using the Filter With Drop/Restore

You can create rules to determine which students and tasks should be selected to be dropped.

1. On the Drop/Restore Scores screen, click the Filter button below the Students or Tasks area. You can create and use a filter for students or for tasks, or for both students and tasks.
2. Select *Show Students Whose* or *Show Tasks Whose*.
3. Select the filter you want to use, and modify it using the drop-down lists.

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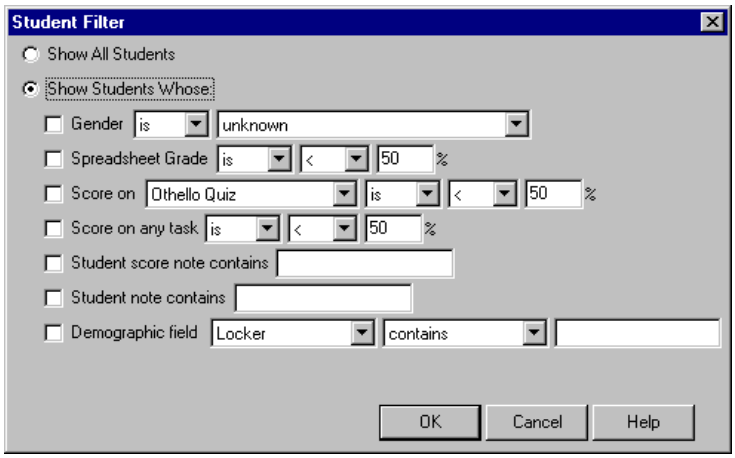
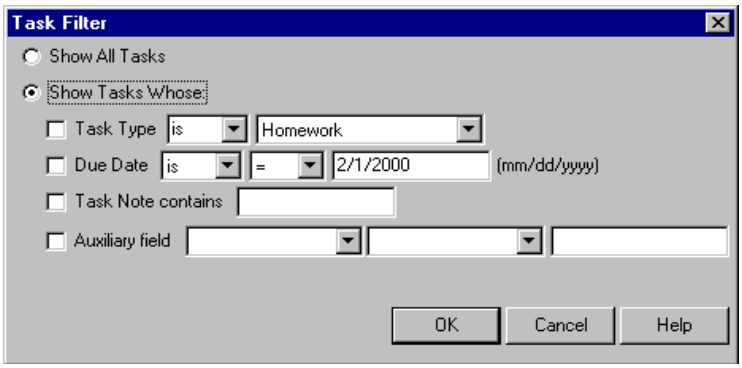
For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select *Student score note contains* and type the word flu.



If you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.



4. Click OK.

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Restoring Dropped Scores

You cannot manually remove a Drop label to reveal the original score. You must use the Drop/Restore Scores function to remove it.

1. From the Tasks menu, select Drop/Restore Scores.
2. Select Restore.
3. Select the students and tasks to restore from the list, or click Filter and use rules.
4. Click Restore.

Curving Scores

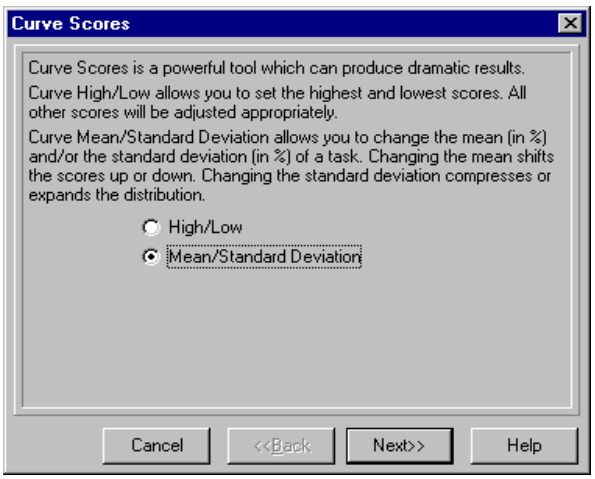
The Curve Scores command alters scores for a task using one of two methods:

- Curve all scores to fall within a specified low/high range.
- Curve towards a specified mean and standard deviation.

Curving does not affect Excused scores or INC (Incomplete) scores. They remain INC until the student completes the assignment and the teacher records a score.

Curving can affect scores under a Drop label.

1. Select the class whose scores you want to curve.
2. From the Tasks menu, select Curve Scores.


Curve Scores
Curve Scores is a powerful tool which can produce dramatic results.
Curve High/Low allows you to set the highest and lowest scores. All other scores will be adjusted appropriately.
Curve Mean/Standard Deviation allows you to change the mean (in %) and/or the standard deviation (in %) of a task. Changing the mean shifts the scores up or down. Changing the standard deviation compresses or expands the distribution.
High/Low
Mean/Standard Deviation
Cancel
<<Back
Next>>
Help

3. Select the method you want to use and click Next.
4. Select the task to curve and click Next.

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5. Enter the parameters for the method you selected and click Next.
   - If you selected High/Low, you must enter a new high and a new low score.
   - If you selected Mean/Standard Deviation, you must enter a new mean and standard deviation.
6. Indicate whether the curved task replaces the existing task or appears as a new task. Because curved scores cannot be “uncurved”, NCS Pearson recommends that you create a new task and then delete the original task later when you are satisfied with the results.
7. Enter the name of the curved task and click Next.
8. Click Curve. The new curved task has a scale factor of 0.0. If you decide to keep the new curved task, change its scale factor to 1.0 to include it in the calculations.

Instead of deleting the original task, consider changing its scale factor to 0.0 instead. This prevents it from affecting the totals and provides an additional safeguard should you decide to undo the curving later.

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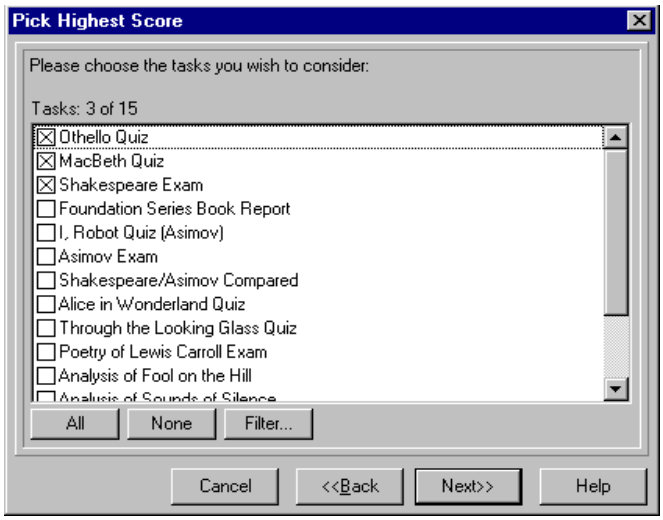
Picking the Highest Scores

The Pick Highest Scores command creates a new task with the highest score out of a group of specified tasks. You can use this function when a student repeats a task and you allow the better of the two scores to stand.

The newly created task is always out of 100 and is of the task type that you specified. The system can select the highest score from any number of tasks. The tasks do not have to be of the same type, since they are compared by percentages.

1. Select the appropriate class.
2. From the Tasks menu, select Pick Highest Scores. Click Next.



3. Select the tasks to include from the list, or click Filter and use rules. Click Next.

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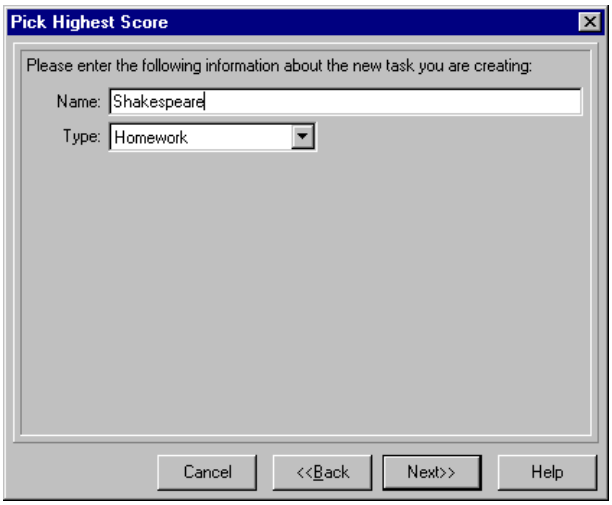
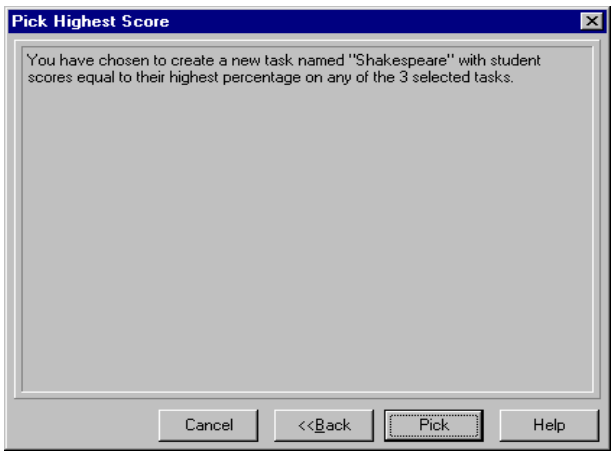
4. Enter a name for the new task.



5. Choose a type for the new task and click Next.


Pick Highest Score
You have chosen to create a new task named "Shakespeare" with student scores equal to their highest percentage on any of the 3 selected tasks.
Cancel
<<Back
Pick
Help

6. Click Pick. The new task is added to the end of the list of tasks. The new task has a Scale Factor of 0.0. If you decide to keep the new task, change its Scale Factor to 1.0 on the Edit Tasks screen, to include it in the calculations.

Instead of deleting the original tasks, consider changing their Scale Factor to 0.0 instead. This prevents the tasks from affecting the totals and it provides an additional safeguard should you decide to undo the Pick Highest Scores later.

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Working With Notes

You can enter notes directly in the spreadsheet in the Notes area, or on the Notes tab in the Student or Tasks setup screens.

Cells with notes have a small marker at the lower-right corner of the cell. You can see this in the sample gradebook. This is different from a small marker in the upper-right corner of a cell, which indicates that the score entered is over 100%.

Notes Area

The Notes area at the bottom of the screen is ideal for teachers who use notes frequently, or who comment extensively on skills.

Once the Notes area is visible, you can resize it by dragging the thin blue bar at the top of the Notes area. This helps you accommodate long and short notes, while conserving screen space.

The Notes area can record and display notes about tasks, students, and student scores on a task. For notes about the class or spreadsheet you must use the Classes or Spreadsheets screens (accessed under the Setup menu).

Viewing Notes

1. From the Show drop-down menu of the viewer, select one of the views that displays notes:
   - Students/Notes
   - Tasks/Notes
   - Tasks/Students/Notes
   - Seating Chart/Notes

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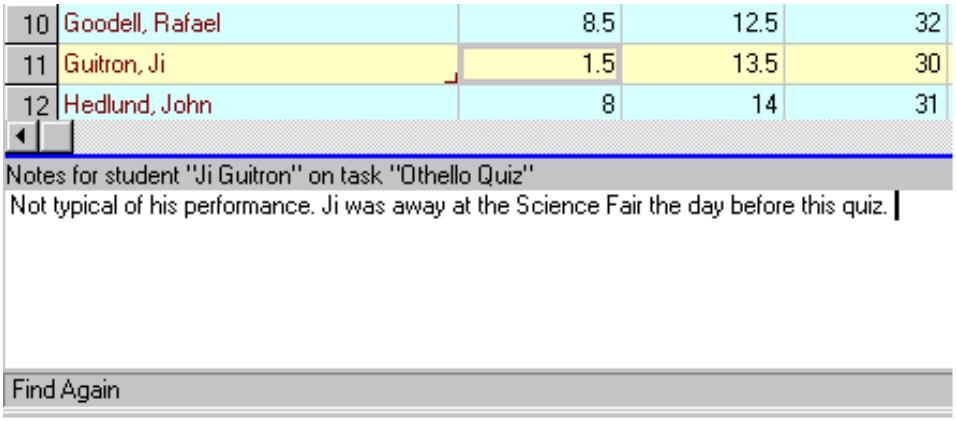
2. Select the cell containing the note to view. The Notes area displays at the bottom of the screen.

> You can also view notes by selecting Show Notes from the View menu.


10 Goodell, Rafael 8.5 12.5 32
11 Guitron, Ji 1.5 13.5 30
12 Hedlund, John 8 14 31
Notes for student "Ji Guitron" on task "Othello Quiz"
Not typical of his performance. Ji was away at the Science Fair the day before this quiz.
Find Again

Entering Notes in Notes Area

1. Select the cell where you want to enter the note. The title bar in the Notes area shows you which cell is being edited.
2. Type the note in the Notes area. Remember that notes are specific to the spreadsheet being viewed.

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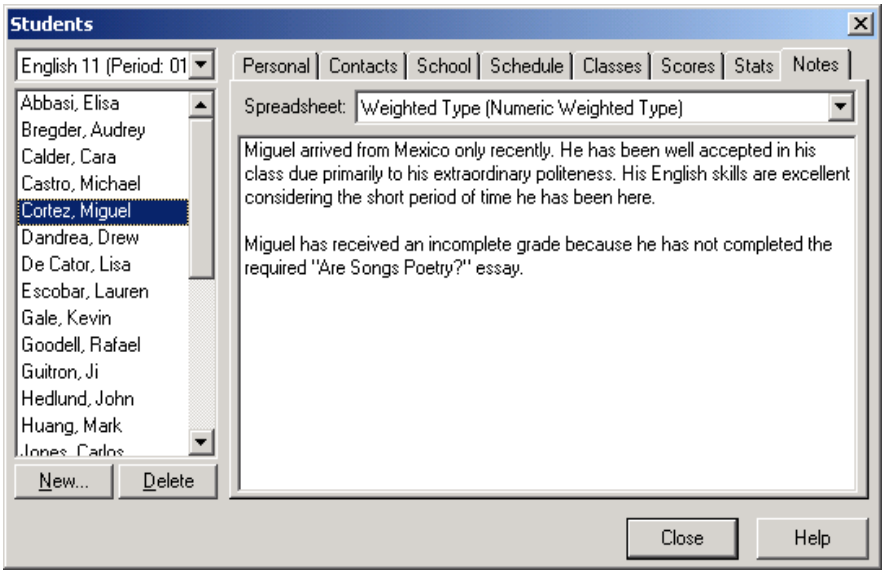
Entering Notes for Students or Classes

1. From the Setup menu, select Students or Classes.
2. Select the Notes tab.



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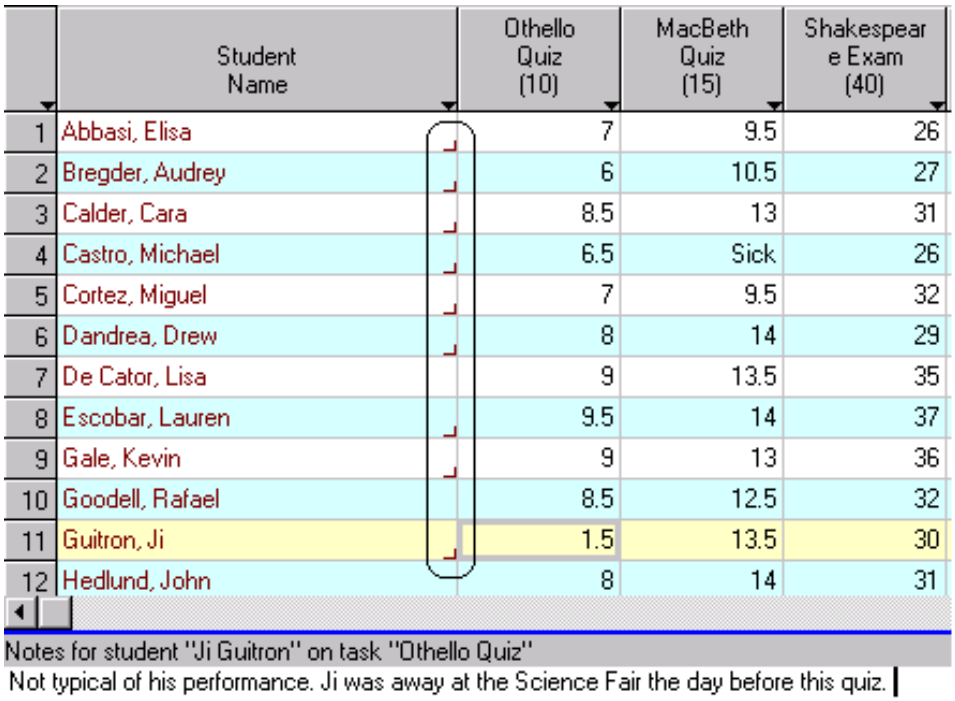
3. The Notes tab records your comments. You can keep separate notes for each spreadsheet. If you have chosen to show all students, the Notes tab appears dimmed. A small red marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student or class.



	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shakespear e Exam (40)
1	Abbasi, Elisa	7	9.5	26
2	Bregder, Audrey	6	10.5	27
3	Calder, Cara	8.5	13	31
4	Castro, Michael	6.5	Sick	26
5	Cortez, Miguel	7	9.5	32
6	Dandrea, Drew	8	14	29
7	De Cator, Lisa	9	13.5	35
8	Escobar, Lauren	9.5	14	37
9	Gale, Kevin	9	13	36
10	Goodell, Rafael	8.5	12.5	32
11	Guitron, Ji	1.5	13.5	30
12	Hedlund, John	8	14	31

Notes for student "Ji Guitron" on task "Othello Quiz"
Not typical of his performance. Ji was away at the Science Fair the day before this quiz.

Finding Text in Spreadsheets and Notes

The Find command searches for a word or phrase in the spreadsheet and the notes behind it for tasks, students, and classes. It searches the current spreadsheet, and if the text is not found, you can choose to search other spreadsheets.

1. From the Edit menu, select Find.
2. Type the characters you want to find.
3. To search only for complete words, select *Whole Words Only*. In that case, a search for “bat” would skip over “batch”.
4. To search the notes, select *Search Notes*.
5. To search the surface of the spreadsheet, select *Search Spreadsheet Cells*.
6. Click Find.

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When the text is found, it is highlighted. To search other spreadsheets in this gradebook, select that spreadsheet in the viewer.

To repeat your search, use the Find Again command.

Shortcut

Both the Find and the Find Again commands are available on the context menu that displays when you right-click (Windows) or Ctrl-click (Macintosh) a word in a note.

Checking Your Spelling

The InteGrade Pro software can check your spelling as you are typing a note for tasks, students, or classes.

Configuring the Spell Checker

You can customize the spell checker of InteGrade Pro gradebook software.

1. From the Setup menu, select Display and click the Spelling tab.
2. Select your spelling options:
   - *Always check spelling* controls when your spelling is checked. If it is checked, the spell checker is always on. If it is not checked, you have to choose Next Spelling Error from the Edit menu to activate spell checking.
   - *Ignore words in all caps* makes the spell checker skip words, like SAT, that are in capital letters.
   - *Ignore words containing numbers* makes the spell checker skip words, like 4th, that contain numbers.
3. Review the list of ignored words. You add words to this list during spell checking when you select *Ignore Word* from the context menu. Select a word and click Remove to remove it from the list, or click *Remove All* to clear the list.
4. Select how many suggestions you want to see in the context menu by sliding the control between *Fewer Suggestions* and *More Suggestions*. Setting the slider to the far right offers many suggestions, some of which may be inappropriate. Setting the slider to the far left offers fewer suggestions, but is less likely to provide the correct suggestion for some words. Set the slider somewhere in the middle at first. You can change it later.

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5. Select the dictionary you want to use from the drop-down list.
6. Click Close.

Correcting Misspelled Words

If you have set up *Always Check Spelling*, as you type, the misspelled word in your note displays underlined.

1. Display the context menu. Right-click in Windows, or Control-click on a Macintosh to display that context menu.
2. The context menu displays a list of suggestions.
   - Select one of the words to replace the misspelled word.
   - If you know the word is spelled correctly, select *Ignore Word*.
   - If you choose to keep the spelling of this word, select *Add to Dictionary*.

Starting the Spell Checker

If you have not configured the spell checker to always check spelling, you can still start this process in one of two ways:

- From the Edit menu, select Next Spelling Error.

or

- Click a correctly spelled word to bring up the context menu (right-click in Windows or Control-click on a Macintosh) and select Next Spelling Error.

This command searches for the next incorrectly spelled word in this note and moves on to subsequent notes.

Using a Dictionary or Thesaurus

If your computer has Internet access, selecting Dictionary.com from the Notes right-click menu opens a public access dictionary and thesaurus.

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6

Creating Reports and Graphs

The InteGrade Pro® software provides a number of reports and graphs you can use to analyze the performance of your students and review the effectiveness of your tasks.

You can also e-mail a progress report to parents.

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Working With Reports

This is an overview of creating a report. Details of each report display on the following pages.

1. Select one of these reports from the Reports menu.
   - Email Student Progress Report
   - Class Attendance
   - Class Roster
   - Missing Tasks
   - Multi-Class
   - Seating Chart
   - Spreadsheet
   - Student Attendance
   - Student Demographics
   - Student Progress
   - Student Rank
   - Task Details
2. Select the specific content you want to see on the report.
3. Click Next.
4. Click Print.

Selecting Students and Tasks

Here are some other ways to select and deselect students and tasks:

- To select all or nearly all the students or tasks, click All, then deselect the ones you don't want included.
- To select only a few students or tasks, click None to clear the list, then select the items as necessary.

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- To select using the keyboard, use the Up and Down arrow keys to move the cursor, and the space bar to toggle the selection of an item. (Not available on Macintosh systems.)
- To select students based on certain criteria, click Filter.

The task information displayed on the report depends on the auxiliary fields displayed. For example, if you select Due Date in the main viewer, that information shows in the Spreadsheet and other reports that display task information. If you select Skill Type for that column, that information displays. See “Customizing Spreadsheet Columns” on page 80.

Using Filters

Filters offer a powerful method of automatically selecting students or tasks based on criteria that you specify. These examples show how filters can help you:

- Many schools require teachers to send interim reports home for students “at risk of failing.” The filters can help you precisely target such students. Conversely, the filters can help you identify those students who are doing well for additional praise.
- If you have made note of the teams and clubs in which your students participate, you can use the filters to locate the band members who were on tour for two weeks. You can also print a list of the tasks they missed.

You can manually exclude students or tasks in the list returned by the filters. However, if you reapply the filter, the manually excluded lines are included again.

1. Click Filter below the Students or Tasks area. You can create and use a filter for students or for tasks, or for both students and tasks.
2. Select *Show Students Whose* or *Show Tasks Whose*.
3. Select the filter you want to use, and modify it using the drop-down lists.

   For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select *Student score note contains* and type the word flu.
   Or if you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.

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4. Click OK.

> Filters are stored during a session. For example, if you use the Student Filter in the Class Roster report, the filtered students display in the other reports as well. To not use a filter that you have created in a session, click Filter and select Show All Students.

Email Progress Report

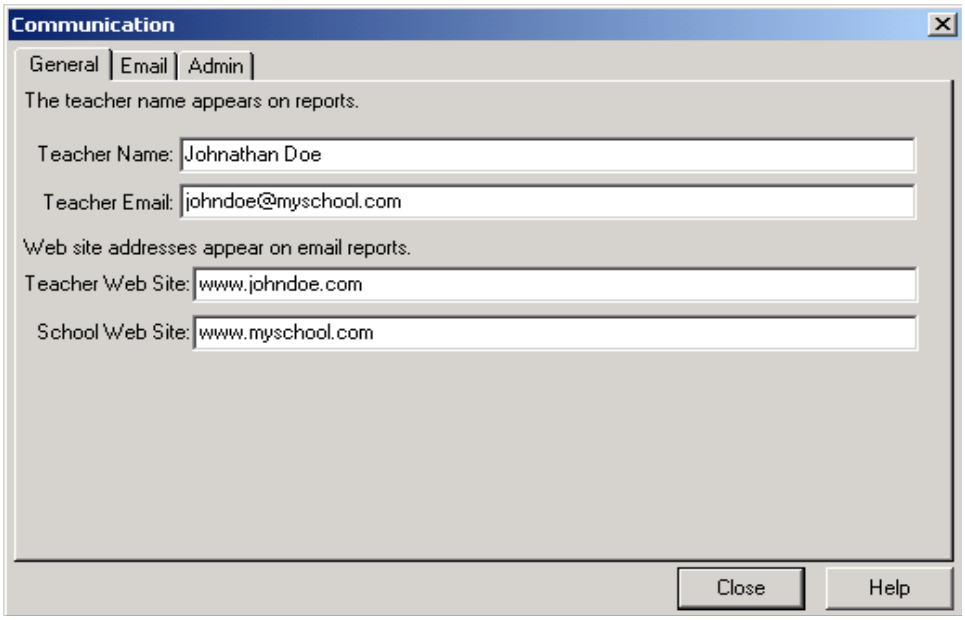
You can now e-mail a progress report to parents or guardians. Before you can e-mail the reports, be sure that your e-mail connection is set up, and that you have an e-mail address entered in the Student screen for each recipient of this report.

> **Macintosh users:** The Email Progress Report is only available on Macintosh Power PC models, running System 9.0 or later.

Setting Up E-mail Communications

If you electronically imported your data, some of this data may already be entered.

1. From the Setup menu, select Communication.



2. On the General tab, if you did not import your data, you may need to complete the *Teacher Name* and *Teacher Email* fields.

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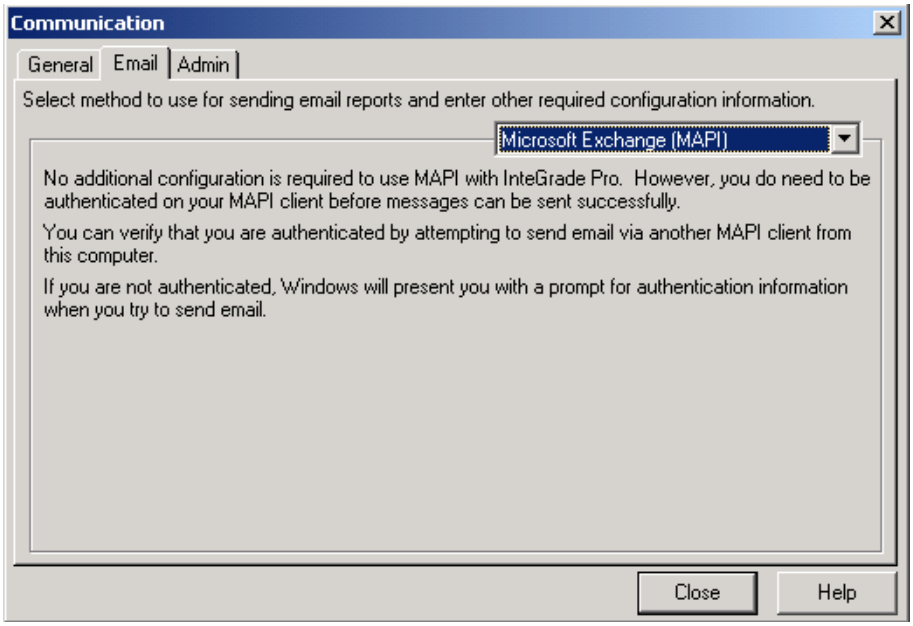
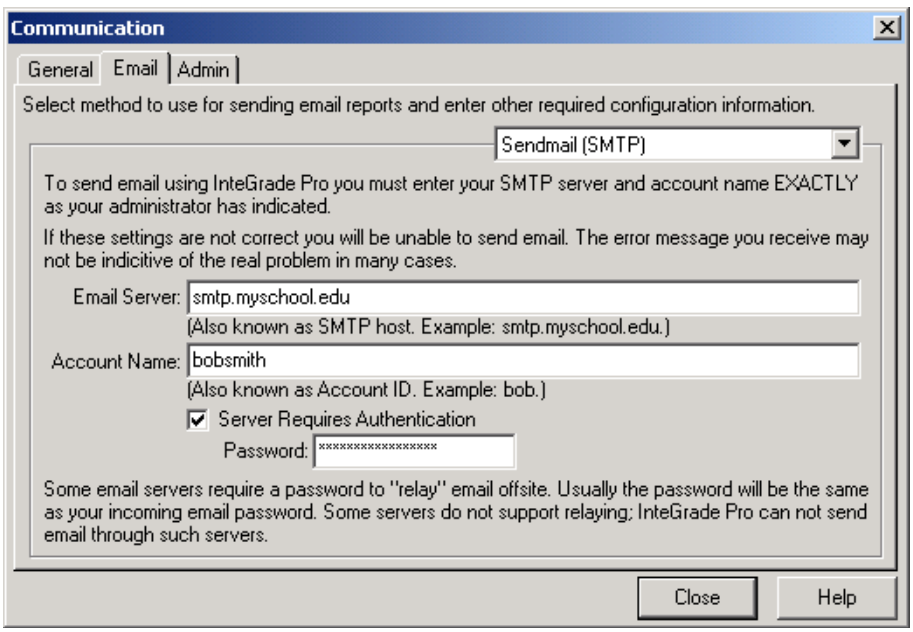
3. Enter the teacher and school web sites where applicable.
4. Click on the Email tab. There are two different screens that can be displayed depending on the current setting in the *Server Type* field. Samples of the two screens follow.


Communication
General
Email
Admin
Select method to use for sending email reports and enter other required configuration information.
Microsoft Exchange (MAPI)
No additional configuration is required to use MAPI with InteGrade Pro. However, you do need to be authenticated on your MAPI client before messages can be sent successfully.
You can verify that you are authenticated by attempting to send email via another MAPI client from this computer.
If you are not authenticated, Windows will present you with a prompt for authentication information when you try to send email.
Close
Help


Communication
General
Email
Admin
Select method to use for sending email reports and enter other required configuration information.
Sendmail (SMTP)
To send email using InteGrade Pro you must enter your SMTP server and account name EXACTLY as your administrator has indicated.
If these settings are not correct you will be unable to send email. The error message you receive may not be indicitive of the real problem in many cases.
Email Server:
smtp.myschool.edu
(Also known as SMTP host. Example: smtp.myschool.edu.)
Account Name:
bobsmith
(Also known as Account ID. Example: bob.)
Server Requires Authentication
Password:
Some email servers require a password to "relay" email offsite. Usually the password will be the same as your incoming email password. Some servers do not support relaying; InteGrade Pro can not send email through such servers.
Close
Help

5. Speak to your school network administrator to find out if you should select MAPI or SMTP as the Server Type.

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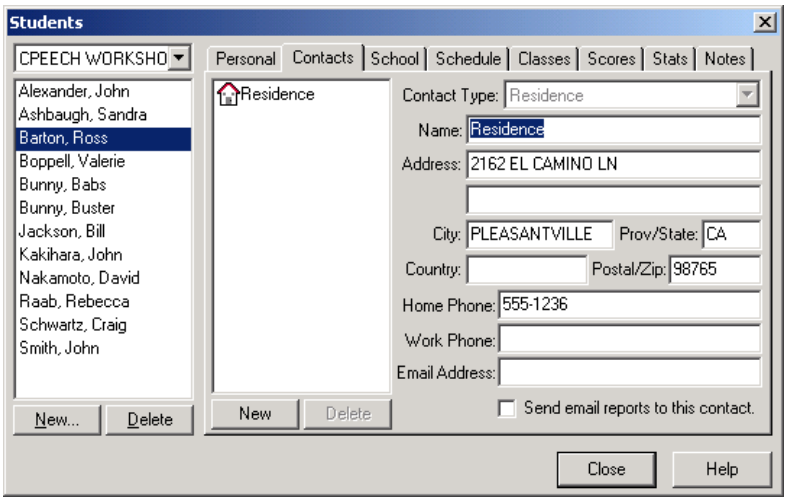
If the Server Type is SMTP, you will need the school's E-mail Server and authentication information. This information is available from your system administrator.

6. Enter your e-mail account name (such as, jdoe) in the *Account Name* field.
7. Click Close.

Entering Recipients' E-mail Addresses

1. From the Setup menu, select Students.
2. Click the Contacts tab.
3. Select a student.
4. From the Contact Type drop-down list, select the contact for this student who will receive this report.
5. Enter their e-mail address.



6. Select *Send email reports to this contact*.

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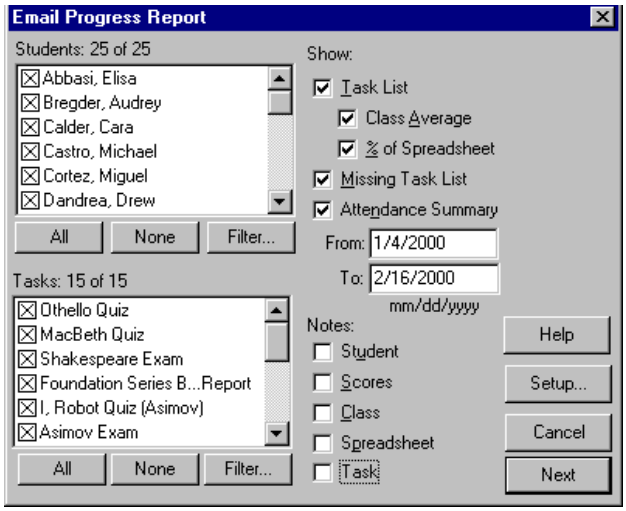
Creating the Email Progress Report

For each student, you can prepare and e-mail a report detailing their tasks and scores received.



Reports are sent only to those contacts with e-mail addresses. Select the dates this report covers, as well as the tasks. You can choose to include an attendance summary, the class average, and any of your notes.

After selecting report options, click Next to go to the Preview screen. On the Preview screen, use the scroll bar across the top to see each individual report. The student name is displayed in the header of the preview screen and also within the report itself. The possible contacts for each student are displayed at the left. If an email address displays in angle brackets <like this> beside the contact, and the contact has been selected, the report is sent. If no email address displays, or the recipient has not been selected, the report is not sent. You can resize the window at the left which lists the contacts.

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Sample Email Progress Report

Teacher: Sally Blackburn
Date: 3/15/2001
Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)

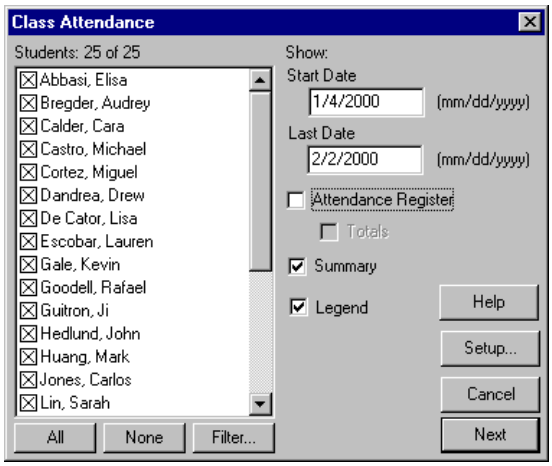
Student: Abbasi, Elisa
Student's Grade: 70% (C)
Class Average: 81% (B)

Spreadsheet: Weighted Type (Numeric Weighted Type)

#	Due Date	Task Name	Score	Out Of	Percent	Class Average	% of Spread
1	1/7/2000	Othello Quiz	7	10	70	77	4
2	1/13/2000	MacBeth Quiz	9.5	15	63	83	9
3	2/2/2000	Shakespeare Exam	26	40	65	80	6

Class Attendance

This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in Setting Up Attendance Codes.



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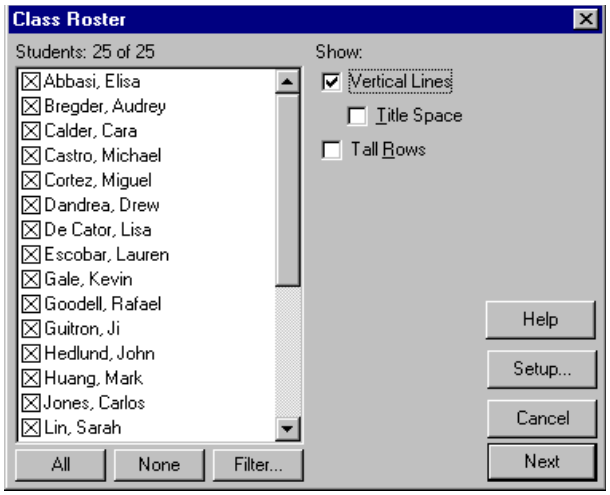
Enter the start and end dates that this report covers, and decide whether you want a summary and a legend. If you select Attendance Register, you get the detail of each day or a total of Late and Excused.

Class Roster

This report creates a class list with blanks beside each student name. You can use this form to record everything from attendance and task scores to locker assignments and lunch money.



Select how you want your class roster to look. You can choose a large fill-in blank beside each student name, or select vertical lines with or without title spaces, depending on what you want to record. The Tall Rows option leaves you plenty of room to write on the roster.

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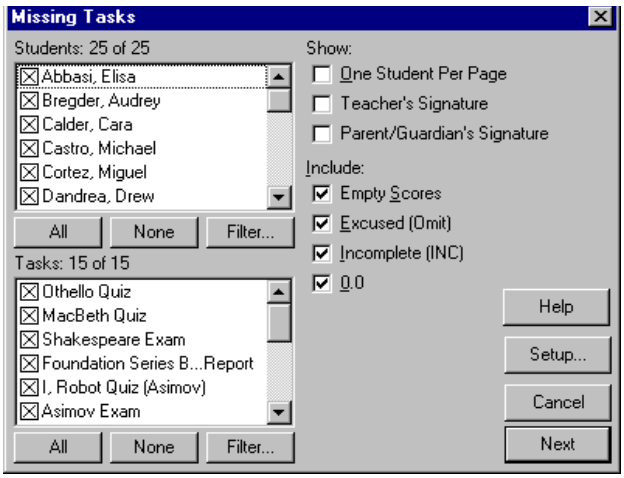
Missing Tasks

This report identifies those tasks in which a student received a 0.0, Excused, or an Incomplete score.



Decide whether you want this report printed with one student per page, possibly with a line for a parent's signature, or if you want a report listing all the students on one page. You can also select what kind of scores to include in the report.

> The options for this report are different if you are using a skill spreadsheet.

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Multi-Class

This report creates a list of all scores by spreadsheet (numeric and skill) for each student for all classes. This report shows how well each student is doing in each class.

Select the students and classes you want included in the report, as well as the date range and notes.

Click Next to run the report.

The report displays detailed information for all selected classes and students. It also includes any additional information you selected on the report selection criteria screen (above).

Seating Chart

1. Select a class.
2. From the Reports menu, select Seating Chart. The seating chart for that class displays.

> If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

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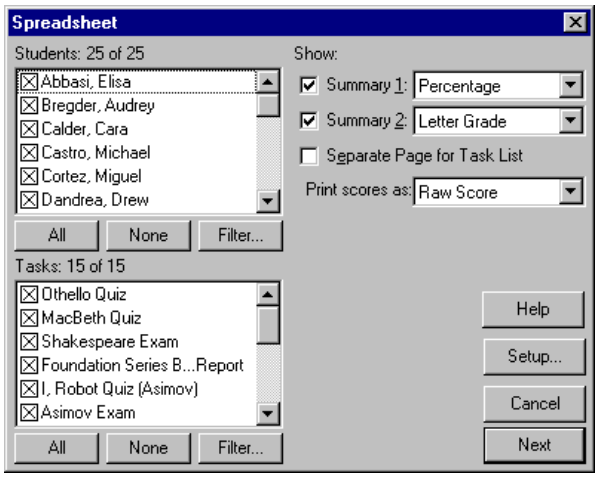
Spreadsheet

This report displays the contents of the active spreadsheet. It serves multiple purposes depending on which spreadsheet is active.

- If a numeric or skill spreadsheet is active, the Spreadsheet report shows how the students are doing on the tasks.
- If an attendance spreadsheet is active, the Spreadsheet report shows the attendance activity over a specific date range.
- If the End Term spreadsheet is active, the Spreadsheet report prints the contents of the End Term spreadsheet



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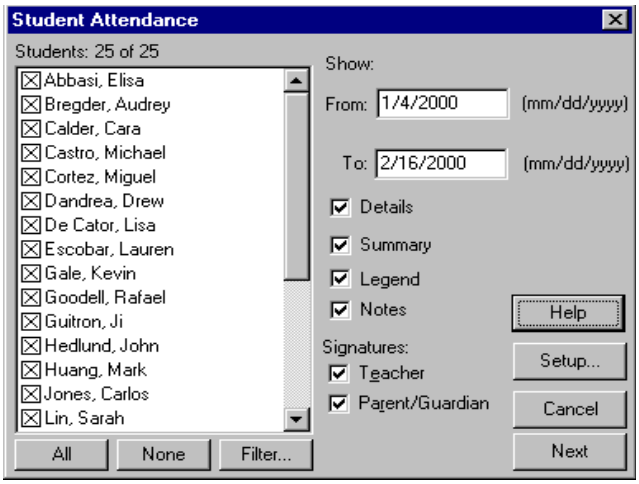
Student Attendance

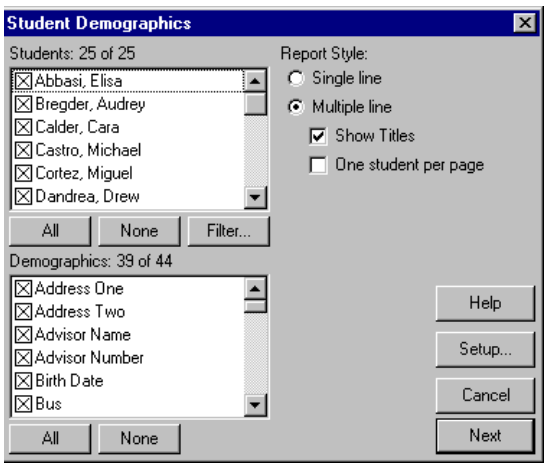
This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in the section Setting Up Attendance Codes.



Enter the start and end dates that this report covers, and decide whether you want a summary and places for signatures.

Student Demographics

This report displays demographic information for students. Use it to verify the accuracy of the information entered and to print a permanent record of student information.



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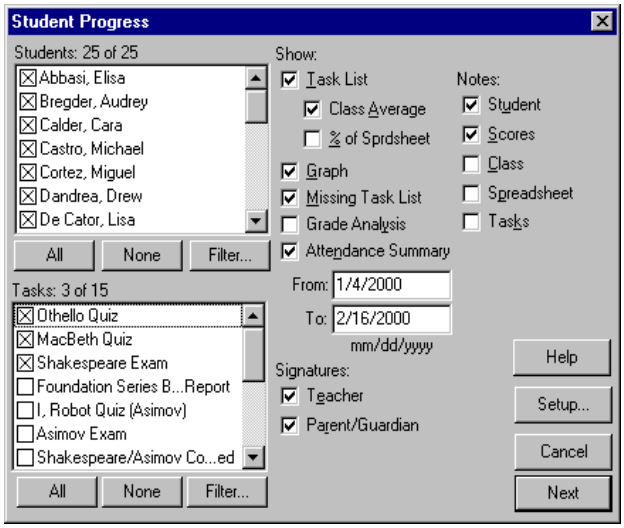
You can choose between two layouts: single line or multiple lines. Use single line if you are printing only a few demographic fields. Use multiple lines if you are printing many fields.

> If you are using the Windows version of the InteGrade Pro software, you must preview the student demographics report at a magnification of 100% (full size). If you view the report at any other size, the student pictures are displayed as black boxes.

Student Progress

This report shows the student's score and class average for each task. It also shows missing tasks and a grades analysis graph. You can use it as an interim or informal report card.



Select the students and the tasks that you want included, along with the date range and other details.

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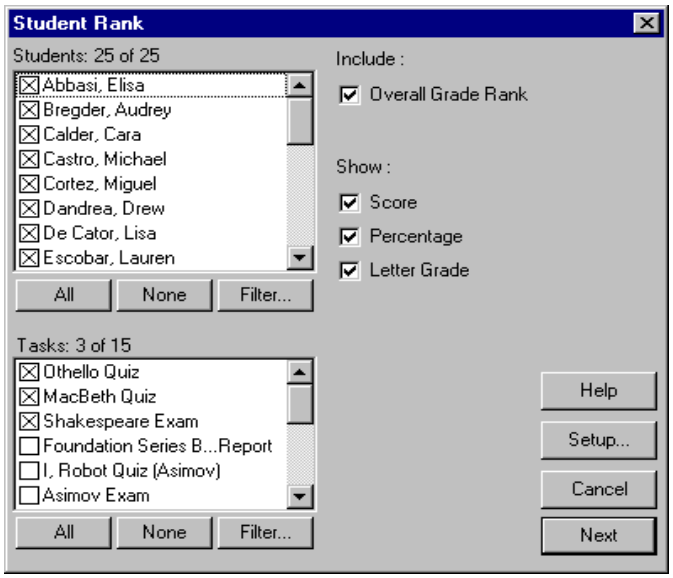
Student Rank

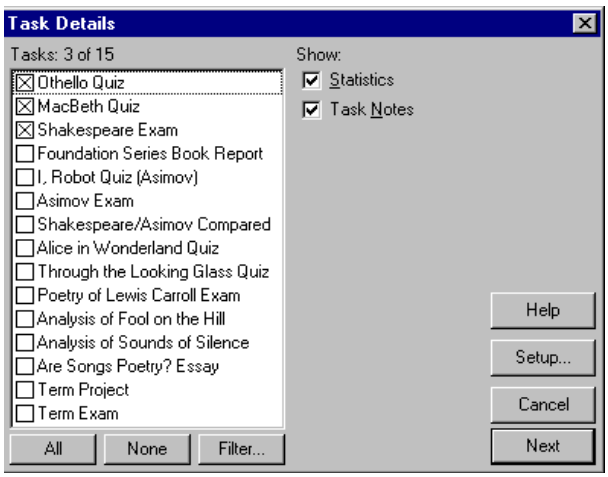
This report ranks each student by how well they did on a particular task.



Select which students and which tasks you want included, and what kind of marks to include.

Task Details

This report prints the information recorded in the Edit Tasks screen. Use it to verify that the tasks you entered are correct.



Select the tasks to include and choose how much detail to show.

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Working With Graphs

This is an overview of creating graphs. Details of each graph display on the following pages.

1. Select one of the following graphs from the Graphs menu. You can also use the shortcuts on the toolbar.
   - Student Performance
   - Task Comparison
   - Task Correlation
2. Select the specific content and style you want to see.
3. Click Print.

Student Performance

This graph analyzes a student's performance on each task, using one of six different Graph Styles:

- Earned Percent
- Ink Blot
- Score Bar
- Whisker
- Line
- Whisker & Blot

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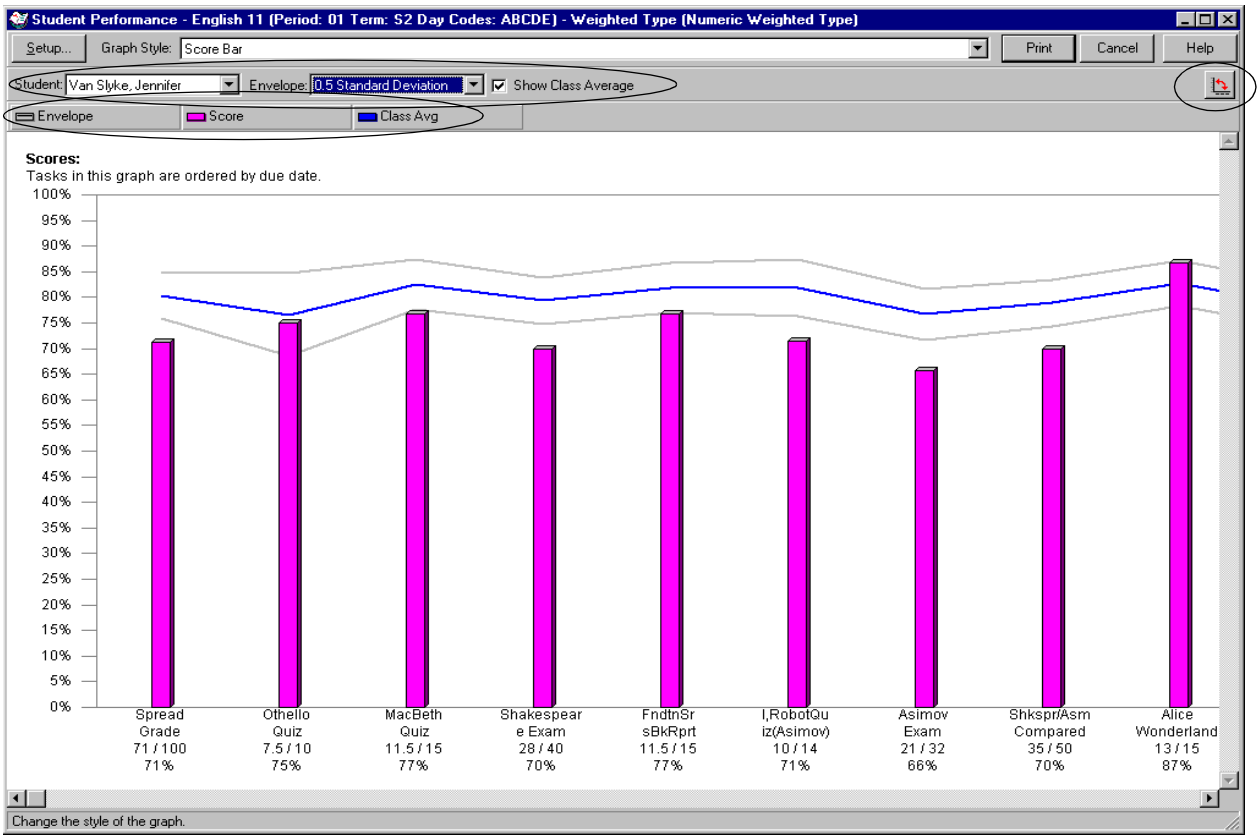
Click the button at the far right, under the Help button, to change the orientation of this report.



Select a Student. Optionally, select an Envelope of standard deviation, and the class average.

Click the colored blocks next to Score and Average to change the display color.

Task Comparison

This graph compares two tasks and displays the number of students with letter grades and percentage intervals for each task. It lets you view the relative difficulty of one task as compared to another and the approximate score distribution.

Select a graph styles from:

- Area
- Area 3D
- Covered bar

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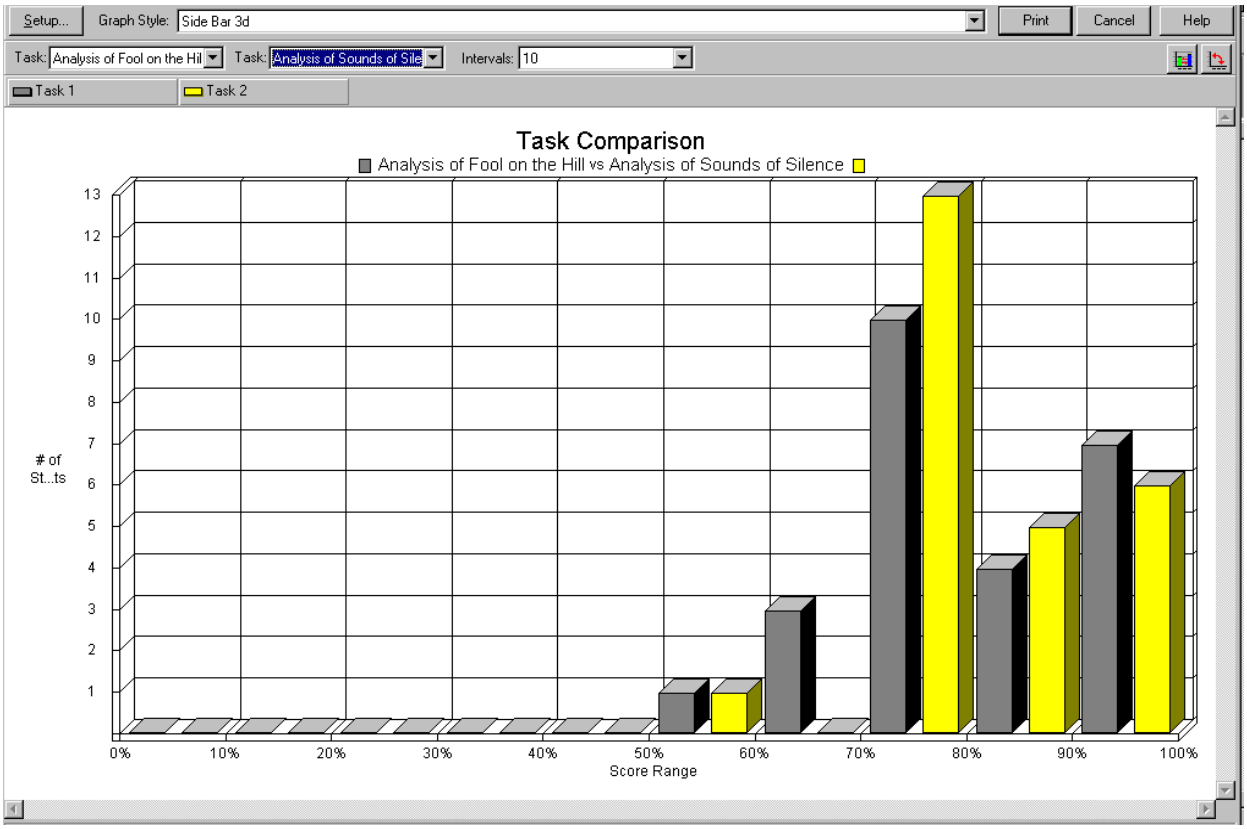
- Covered bar 3D
- Line, Line 3D
- Side Bar
- Side Bar 3D



Choose two tasks and the interval. Interval refers to the number of intervals on the X-axis. For example, an interval of 10 means the score ranges will be 0%, 10%, 20%, and so on.

Click the colored blocks next to Task 1 and Task 2 to change the display color.

Click the first button at the far right, under the Help button, to change the ordering of the report (Task 1 followed by Task 2 instead of Task 2 followed by Task 1).

Check the second button at the far right to change the report orientation.

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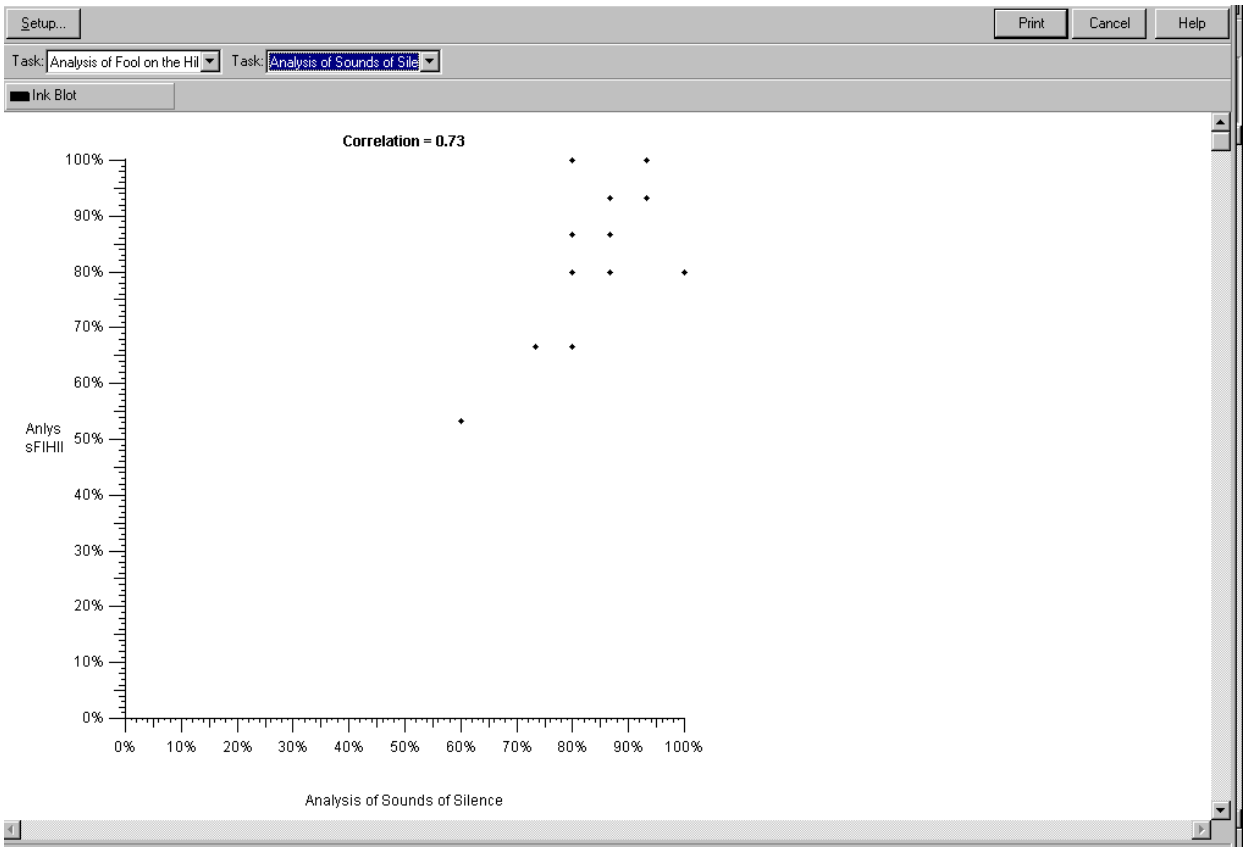
Task Correlation

This graph compares any two tasks and shows the correlation of scores between the two. A high correlation means the class as a whole fared similarly on the two tasks.



Select the two tasks from the drop-down lists.

Click the colored block next to Ink Blot to change the color of the graph

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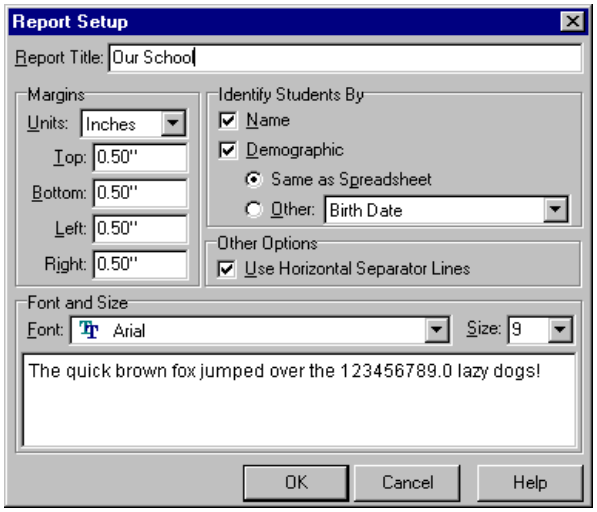
Setting Up Reports and Graphs

Any change you make to one report applies to all reports printed after that, until you change these settings again.

1. From the Reports menu, select Report Setup. You can also click Setup on any report or graph screen.



2. In the *Report Title* field, type a report title. This title prints on all reports, so be sure the title is appropriate for any report and all classes.
3. In the *Margins* fields, the default report margin is 0.5 inches, but you can change it. For example, if you need to three-hole punch the reports, set the left margin to 1 inch.
4. In the *Identify Students By* field, the default is to identify by student name and the demographic field currently showing in the spreadsheet.

   If you want to publicly post a report, you can suppress the student name and use a “scramble” sort on the spreadsheet to ensure greater confidentiality. You can also choose to print a demographic field that is not currently showing, or completely suppress the printing of additional demographics.

   In the *Font and Size* field, you can change the way the report prints. The Windows version defaults to Arial 9 point; the Macintosh defaults to Geneva 9 point. If you change the font or size, it becomes the new default and applies to all reports.

Caution Be careful when choosing a larger font size. You could be changing the layout of the report if text that is made larger spills over into a second line. Check the report preview carefully.

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If you move a gradebook to or from a Windows or Macintosh system, check the Font and Size settings before printing because the default font and size may not be what you expect.

Previewing Reports

All the reports automatically preview on-screen before they print. This enables you to check the effects of the parameters or the setup before printing.

1. Click Next on a report request screen to display the preview.
2. Click Print to continue with printing or click Cancel to close the window.
3. To adjust the parameters, click Setup. This returns you to the report request screen, without closing the preview.
4. After changing some settings, click Next to see how the new parameters affect the preview.

Using the preview is slightly different, depending on the platform.

Windows Version

In Windows, the preview initially shows the entire page.

1. Click anywhere within the page to magnify the preview.
2. Click again to return to the full page view. You can also click the right mouse button and select either Zoom In or Zoom Out.
3. To print a single page of the report, click the right mouse button and select Print this Page.

A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report. You can also click the right mouse button and select Next Page or Previous Page.

To see the portions of the report that are out of view, use the scroll bars, or hold down the <Ctrl> key and drag the mouse.

> If you are using the Windows version of the InteGrade Pro software, you must preview the student demographics report and the seating chart at a magnification of 100% (full size). If you view these reports at any other size, the student pictures are displayed as black boxes.

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Macintosh Version

In the Macintosh version, the preview shows the entire page. Click anywhere within the page to magnify the preview. Use the horizontal and vertical scroll bars to move the view.

A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report, or use Command-N to page forward or Command-B to page backwards. You can also use the following mouse shortcuts:

- Click and hold the mouse button to display a pop-up menu.
- To move through multiple pages, click and hold the mouse button and select Next Page or Previous Page.
- To print a single page of the report, click and hold the mouse button and select Print This Page.

Previewing Graphs

All the graphs automatically preview on-screen before they print. This enables you to check the effects of the setup before printing.

After you have made any changes, click Print to continue with printing or click Cancel to close the window.

Using the preview is slightly different, depending on the platform.

Windows Version

In the Windows version, the preview shows the page in a reduced size.

- To enlarge the size of the viewing area, click the right mouse button to display a pop-up menu and select Zoom In. To return to the original size, click the right mouse button and select Zoom Out.
- To move through multiple pages, click the right mouse button and select Next Page or Previous Page.
- To print a single page of the graph, click the right mouse button and select Print This Page.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the left mouse button and drag the mouse.

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Macintosh Version

In the Macintosh version, the preview shows the page in a reduced size. Click the mouse button to magnify the preview. You can also click Preview to zoom in or out. To return to the original size, click the mouse button and select Zoom Out.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the mouse button and drag the mouse.

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7

Working With Attendance and Seating Charts

The InteGrade Pro software can help you track attendance in two ways – with the Attendance spreadsheet and with the feature on the seating chart that lets you take attendance.

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About the Attendance Spreadsheet

In an attendance spreadsheet, calendar days replace the task columns. Attendance spreadsheets can be automatically created by import from your office administration system. They may also be created manually.

If you manually created the attendance spreadsheet, you can switch the calendar days on or off. For example, you can turn on attendance days and turn off weekends and holidays. The columns for inactive days are gray. Calendar days on attendance spreadsheets created by import from your office administration system cannot be turned on or of

	Student Name	Tue Feb 01 ☒	Wed Feb 02 ☒	Thu Feb 03 ☒	Fri Feb 04 ☒
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

Determining Your Attendance Spreadsheets Needs

Consider the following when creating an attendance spreadsheet:

- Do you frequently refer to attendance records? If you use a single spreadsheet, it can require extensive scrolling.
- How do you organize your other spreadsheets—by semester or reporting period? You can organize your attendance the same way.
- When do you take attendance? If it is twice a day, you should create at least two spreadsheets, because each spreadsheet records one attendance activity per student, per day.

Creating Attendance Spreadsheets

1. From the Setup menu, select Spreadsheet.
2. Click New.
3. Select Create an Attendance Spreadsheet and click Next.
4. Enter a name for your spreadsheet and enter a start and end date.

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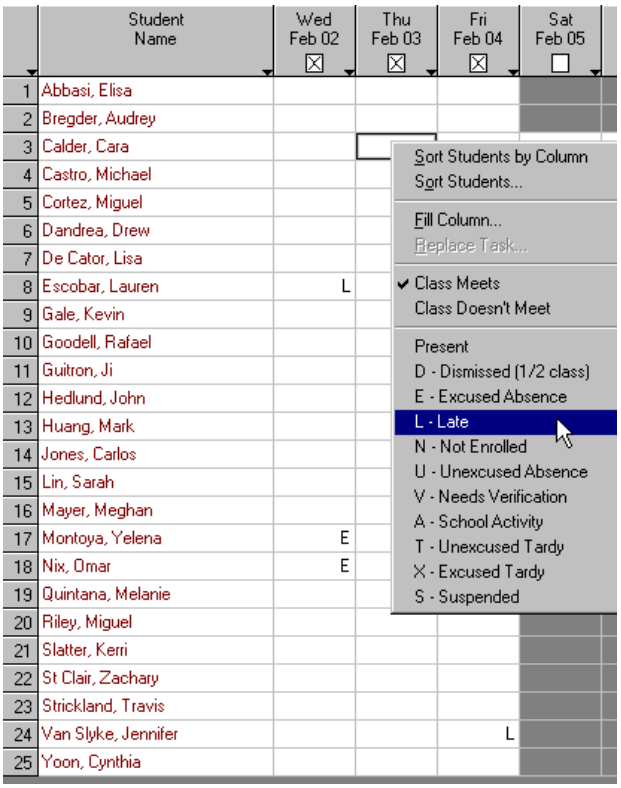
5. Click Create.
6. Click Close. Your new spreadsheet is available from the Spreadsheet drop-down list on the class viewer.

Entering Attendance

1. Select the appropriate attendance spreadsheet from the class drop-down list.
2. Ensure that the current school day is active. If you have a manually created spreadsheet, look for the checkbox in the column heading.
3. If a student is present, no action is necessary.



4. If a student is late or absent, enter the appropriate attendance code for students, either by typing the code or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.
5. Optionally, open the Notes area and enter comments about the attendance activity.

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Printing Attendance Spreadsheets

1. Select the appropriate attendance spreadsheet from the drop-down list.
2. From the File menu, select Print.
3. From the Print screen, select Spreadsheet Report.
4. Click OK.
5. From the Spreadsheet Report screen, make any necessary changes then click Next. A preview of the report displays.
6. Click Print.

You can also access the Spreadsheet Report from the Reports menu.

About Seating Charts

The seating chart shows you where each student should be sitting. You can also choose to display student pictures, zoom in and out, display names and other information about your students, and move students between desks using a drag-and-drop operation.

You can use the seating chart with any class in the gradebook, and you can select any spreadsheet in a selected class. If you display a numeric, skill, or End Term spreadsheet, the desk icons display task scores. If you display an attendance spreadsheet, the desk icons display attendance codes for the selected date and student.

> Removing a student from the seating chart does not affect the student's enrollment in the class.

Creating a Seating Chart

There are two ways to create a seating chart. You can use the seating chart wizard that displays the first time you select Seating Chart from the Show drop-down list. You can also select the New Seating Chart option from the View menu.

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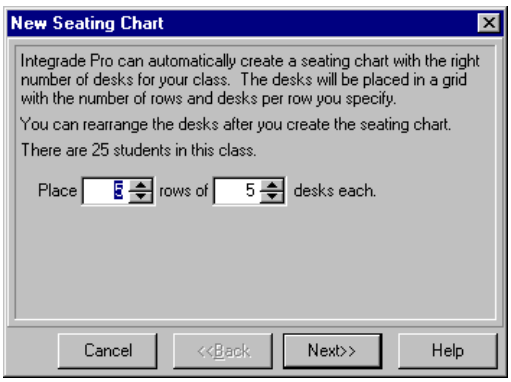
For the First Time

1. From the Show drop-down list, select Seating Chart. The New Seating Chart screen displays.
2. Enter the necessary information in each of the screens.
3. Click Create in the last screen to create your seating chart. The seating chart is in Layout Mode at the end of this process.

As a Replacement

1. From the Show drop-down list in the viewer, select Seating Chart.
2. From the View menu, select New Seating Chart.
3. Because only one seating chart can be created per class, a warning message displays asking if you want to delete the current seating chart.
4. Click Yes to continue with the process and replace the current seating chart.


New Seating Chart
Integrade Pro can automatically create a seating chart with the right number of desks for your class. The desks will be placed in a grid with the number of rows and desks per row you specify.
You can rearrange the desks after you create the seating chart.
There are 25 students in this class.
Place 5 rows of 5 desks each.
Cancel
<<Back
Next>>
Help

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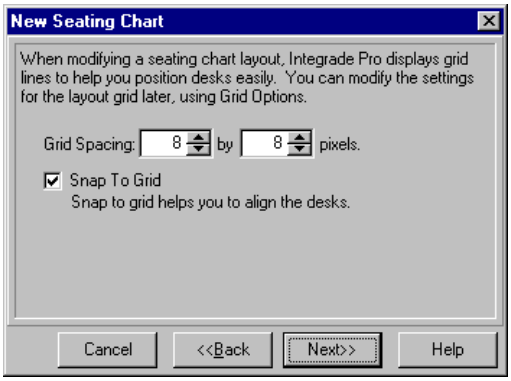
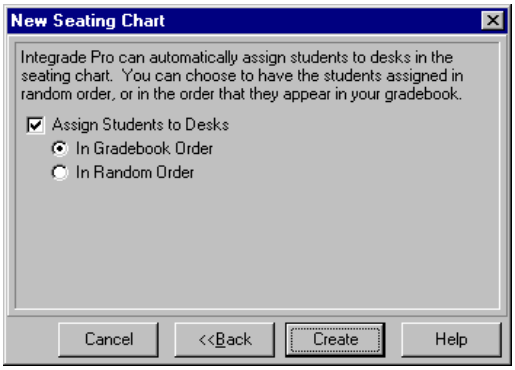
5. Enter the number of rows, and the number of desks in each row, then click Next.


New Seating Chart
When modifying a seating chart layout, Integrade Pro displays grid lines to help you position desks easily. You can modify the settings for the layout grid later, using Grid Options.
Grid Spacing: 8 by 8 pixels.
Snap To Grid
Snap to grid helps you to align the desks.
Cancel
<<Back
Next>>
Help

6. Snapping to the grid helps you align the desks neatly on screen. If you must change the default settings, do so, then click Next.


New Seating Chart
Integrade Pro can automatically assign students to desks in the seating chart. You can choose to have the students assigned in random order, or in the order that they appear in your gradebook.
Assign Students to Desks
In Gradebook Order
In Random Order
Cancel
<<Back
Create
Help

7. If you want the system to assign your students a spot in the seating chart, select Assign Students to Desks, then choose a method, either the order they appear in the gradebook, or random order. To assign students to desks yourself, deselect Assign Students to Desks.
8. Click Create. The seating chart is in Layout Mode at the end of this process.

The Two Modes of Working With a Seating Chart

There are two modes for seating charts: Layout and Update. Layout mode is used to define the physical layout of the seating chart or assign students to desks.

You are in Layout mode when the Layout Tool floating window is available and grid lines display on the seating chart. Update Mode is used to edit student scores and attendance in the seating chart.

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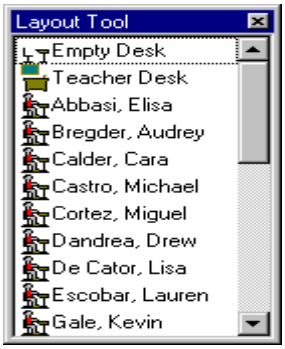
You can switch between the modes by choosing Show/Hide Layout Tools from the View menu.

Using the Layout Tool

Use the Layout Tool to edit the layout and desk assignments in the seating chart.

1. From the View menu, select Show Layout Tools.



   The Layout Tool screen displays with a list of students in the selected class. The names of students with assigned desks display beside a desk icon. Students who are displayed as standing do not have an assigned desk.

2. To place an unassigned student into a desk, drag the standing student icon and drop it onto the grid. The student's name and picture—if used—display on a new desk icon.
3. To add empty desks or a teacher desk to your seating chart, drag the empty desk or teacher desk icon onto the grid. The teacher desk includes a field for the teacher name. Editing this field does not change the teacher name stored in the gradebook.
4. To switch two students, drag one picture or desk over another.
5. To remove a student from the seating chart, highlight the desk and click Delete, or right-click the desk and select *Remove Student From Desk* or *Remove Desk*.
6. To hide the layout tools, from the View menu, select *HIde Layout Tools*.

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Show/Hide Student Pictures

You can choose to show student pictures in the seating chart. These pictures are imported from CD-ROMs prepared for the school by a photography studio. (Macintosh computers require Apple QuickTime version 3.0 or later.)

- From the View menu, select Show Student Pictures.

To hide pictures, from the View menu, select HIde Student PIctures.

> If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

Zoom In and Out

1. From the View menu select Zoom to 150% or Zoom to 200%.
2. Select Zoom to 100% to return to the default setting.
3. You can also use the magnifying glass icons on the horizontal scroll bar beneath the Seating Chart.

> This only works when in Update Mode (Layout tools are off).

Resetting Grid Options

You can change the spacing between pictures.

1. From the View menu, select Grid Options.
2. Select the spacing you want between pictures.
3. Optionally, choose to snap to the underlying grid.
4. Click OK.

> This only works when in Layout Tool Mode (Layout tools are on).

Taking Attendance From a Seating Chart

1. You must be in Update mode to take attendance from a seating chart. Check the View menu, and if necessary, select Hide Layout Tools.
2. Select an attendance spreadsheet.

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3. If a student is present, no action is necessary. If a student is late or absent, enter the appropriate attendance code for students, either by typing in the code, or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.

Recording in Many Cells at Once

You can quickly fill the cells with an attendance code.

1. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select Fill Chart.
2. Enter the absence code you want to replace all cells with.
3. If you prefer, select *Replace only Empty scores* to leave existing codes untouched.
4. Click OK.

Managing Student Pictures

If you have student pictures in digital format, you can see them in the seating chart view and in the Students screen available from the Setup menu. Pictures are especially useful for substitute teachers taking class attendance.

For Windows, the pictures must be in .jpg or .bmp format. The Macintosh platform supports those two formats, as well as many other formats including .pict, .giff, and any other file that can be read by Quicktime 3.0.

1. From whatever source you have obtained them, move the picture files to the Pictures folder in the InteGrade Pro folder on your hard drive.
2. Use a text editor (Notepad in Windows or SimpleText in Macintosh) to create a text file named **xrefpict.txt** and save it in the Pictures folder where the pictures are stored. The system uses this file to link each student to their picture.

   Each line of the file contains a student number in quote marks, and the filename of their picture in quote marks. The information is separated by a comma.

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For example, the contents of the xrefpict.txt file might look like this for students 3401, 3402, and 3403:

"3401","517.BMP"
"3402","667.BMP"
“3403”,”534.BMP”

If every student does not have a picture, no error messages are created. You will not see a picture of that student.

If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

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Exporting Daily Attendance

If you set up your gradebook by importing data from your administration system, you can export daily attendance results. You can do this while in an attendance spreadsheet or while using the seating chart. If you did not import data from your administration system, you cannot export data back, and this procedure will not work.

Attendance data is exported as an AXxxxxxx.GRD file and is exported to your teacher folder or wherever your CL (class roster) files are located. Your administration system can then import this file to record daily attendance. This feature is implemented for the TSS, Osiris, CIMS, and SASI III software products. The the SASIxp software uses the Classroom module to report attendance.

From an Attendance Spreadsheet

1. Click the column containing the data you want to export. You can also right-click any cell in the column.
2. From the drop-down list, select Export This Day's Attendance. A message displays asking if you want to proceed with the export.
3. Click Yes. A progress bar displays indicating that the attendance data has been exported.

From a Seating Chart

1. Either right-click a student's desk and select Export This Day's Attendance from the drop-down list, or select the Export Attendance button. A message displays asking if you want to proceed with the export.
2. Click Yes. A progress bar displays indicating that the attendance data has been exported.

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8

Finishing Up the Reporting Period

Depending on how your school and district are set up, at the end of each reporting period, you may need to export or *send* data to the school administration computer to collate grades and print report cards. This chapter shows you how to export data using the End Term spreadsheet.

If your school does not use an administration system or if you did not import your data at the start of the reporting period, you cannot export your data from InteGrade Pro gradebook software. In that case, you may want to print a Spreadsheet Report as a record.

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Preparing the End Term Spreadsheet

The End Term spreadsheet holds the marks and comments exported to the administration system. The system automatically creates the End Term spreadsheet when you import data from the administration system at the beginning of the reporting period.

Check with your system administrator to find out what specific format your school uses for this spreadsheet.

During the export process to the SASIxp, SASI III, CIMS Student, TSS 8.0, and Osiris v5.0 software products, the term indicated by the name of the End Term spreadsheet, displays with the collection date. For example, 9/4/1999:1st Progress Report.

Excluding Unnecessary Tasks

Toward the end of a reporting period, your class file could contain tasks you do not want included in the calculations until the next term. Do not delete these tasks. Instead, use one of these two methods:

- From the Setup menu, select Grading Rules screen. On the Grading Rules screen, define a task type called Not Used and set it to contribute 0% towards the final grade.

  Change all tasks that you want to exclude from the calculations to this type before using the End Term spreadsheet.

- Create a new spreadsheet called Unused or Next Term.

  Copy all the relevant tasks to this spreadsheet and delete them from the current spreadsheet.

Hot Linking Numeric and Skill Spreadsheet Grades to End Term Spreadsheets

The InteGrade Pro software now allows you to link the spreadsheet grade from a numeric or skill spreadsheet to a column on an End Term spreadsheet. When you use the copy task wizard you have the option to automatically link (hot link) the spreadsheet grade to the End Term spreadsheet (provided you are copying from a numeric or skill spreadsheet to an End Term spreadsheet). Once you establish a hot link, each time the numeric or skill spreadsheet grade is recalculated, the link on the End Term spreadsheet is automatically updated. You can remove a hot link at any time or recreate one if it is broken inadvertently.

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As part of this new feature, the system now includes a spreadsheet setting that controls the display color of hot linked text. You access this feature via the Setup | Display | Spreadsheet tab. All hot linked amounts are displayed in the color you select.

Creating Hot Links

1. In the Class Viewer, select the End Term spreadsheet to which you want to copy grade total information.
2. From the Tasks menu, select Copy Tasks.
3. On the Copy Tasks screen, select a numeric or a skill spreadsheet from which to copy the spreadsheet grade.
4. Click Next.
5. Select the spreadsheet grade total and click Next.
6. Select the End Term spreadsheet column into which you want copy the information and click Next.
7. If you are copying from a numeric spreadsheet, you have the option to transform the scores as they are copied. Select the type of transformation you want to perform on the score and click Next. If you are copying from a skill spreadsheet, you do not have the option to transform the scores.
8. To create the link, select the *Hot Link Grades* checkbox and click OK. The grades are copied and the information displayed in the column on the End Term spreadsheet. The hot linked text is displayed in the hot linked text color.

Editing and Removing Hot Links

If you manually edit one of the scores in the linked column on the End Term spreadsheet, the hot link for the entire column is removed. The text is no longer displayed in the hot linked text color. It reverts to the color of manually entered text.

If you want to recreate the hot link, you can do so using the Creating Hot Links procedure.

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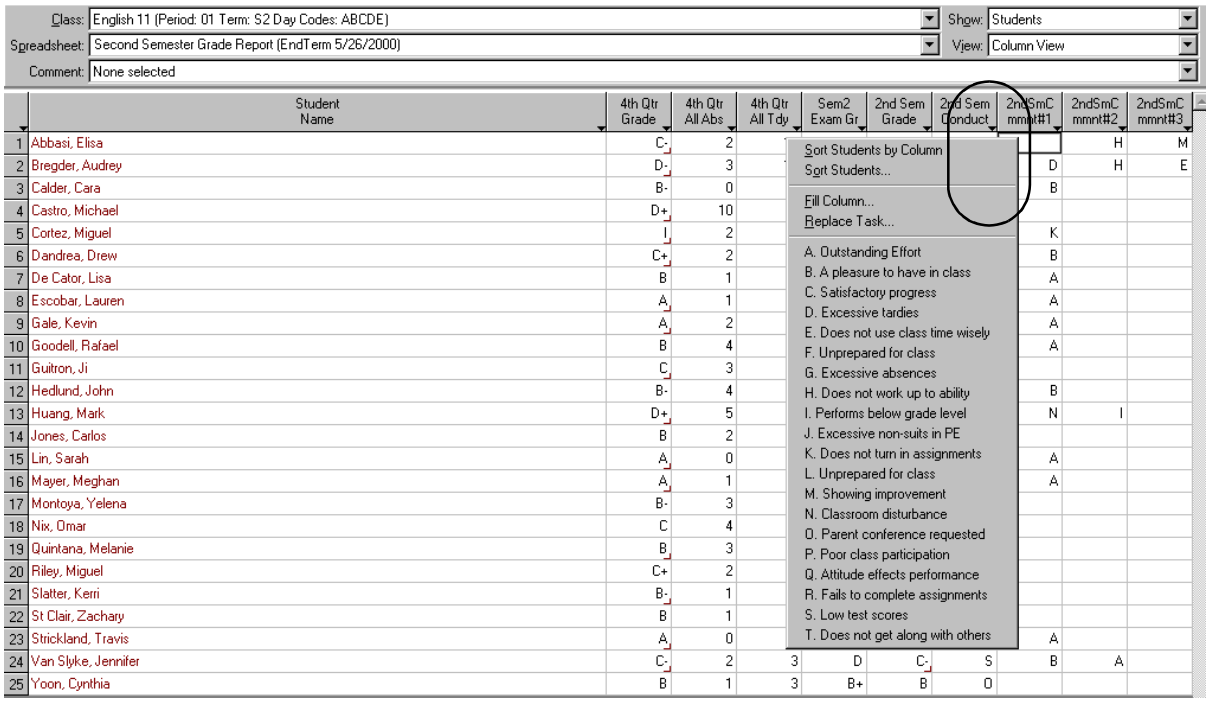
Entering Comments

Comments are the short phrases used on report cards to describe the progress of a student.

1. Import the COMMENTS.TXT file into the InteGrade Pro gradebook software. Importing stores the comments in the gradebook.

   > Check with your System Administrator. This step may have been done at the beginning of the year.

2. Open the End Term spreadsheet and select the appropriate cell in the Comment #1 column.


Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Show: Students
Spreadsheet: Second Semester Grade Report (EndTerm 5/26/2000)
View: Column View
Comment: None selected
Sort Students by Column
Sort Students...
Fill Column...
Replace Task...
A. Outstanding Effort
B. A pleasure to have in class
C. Satisfactory progress
D. Excessive tardies
E. Does not use class time wisely
F. Unprepared for class
G. Excessive absences
H. Does not work up to ability
I. Performs below grade level
J. Excessive non-suits in PE
K. Does not turn in assignments
L. Unprepared for class
M. Showing improvement
N. Classroom disturbance
O. Parent conference requested
P. Poor class participation
Q. Attitude effects performance
R. Fails to complete assignments
S. Low test scores
T. Does not get along with others

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy	Sem2 Exam Gr	2nd Sem Grade	2nd Sem Conduct	2ndSmC mmnt#1	2ndSmC mmnt#2	2ndSmC mmnt#3
1	Abbasi, Elisa	C-	2						H	M
2	Bregder, Audrey	D-	3					D	H	E
3	Calder, Cara	B-	0					B		
4	Castro, Michael	D+	10							
5	Cortez, Miguel	I	2					K		
6	Dandrea, Drew	C+	2					B		
7	De Cator, Lisa	B	1					A		
8	Escobar, Lauren	A	1					A		
9	Gale, Kevin	A	2					A		
10	Goodell, Rafael	B	4					A		
11	Guitron, Ji	C	3							
12	Hedlund, John	B-	4					B		
13	Huang, Mark	D+	5					N	I	
14	Jones, Carlos	B	2							
15	Lin, Sarah	A	0					A		
16	Mayer, Meghan	A	1					A		
17	Montoya, Yelena	B-	3							
18	Nix, Omar	C	4							
19	Quintana, Melanie	B	3							
20	Riley, Miguel	C+	2							
21	Slatter, Kerri	B-	1							
22	St Clair, Zachary	B	1							
23	Strickland, Travis	A	0					A		
24	Van Slyke, Jennifer	C-	2	3	D	C-	S	B	A	
25	Yoon, Cynthia	B	1	3	B+	B	O			

3. Enter the comment in one of three ways:
   - Use the Comment drop-down list above the spreadsheet. This list is available only if you imported comments.
   - If you know the comment number, enter it directly into the spreadsheet cell.
   - Right-click the cell (Windows) or Ctrl-click (Macintosh) and select the comment from the context menu. The text for the comment displays in the drop-down list for your verification.
4. To enter more comments, use the two adjoining comment columns.

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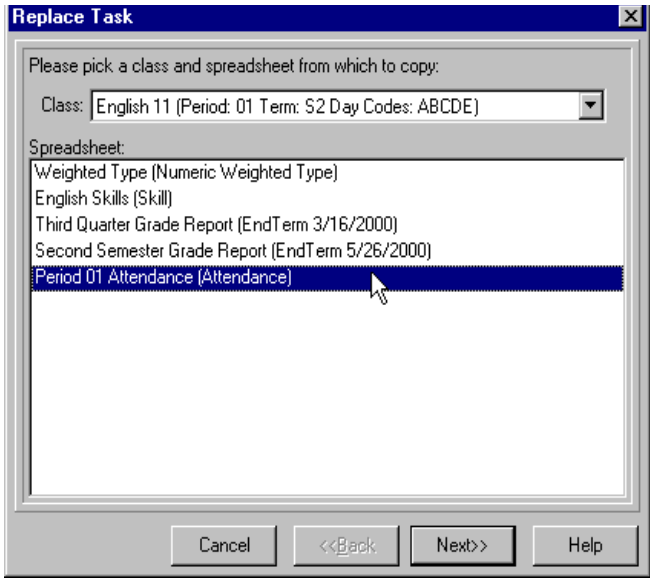
Entering Comments Without a Comments.txt File

1. Ensure that you have a list of comments to use. Each comment must have a number.
2. Enter the comment numbers into the appropriate comment columns.

Entering Attendance Summaries

A report card needs a summary of attendance. Copy the attendance into this End Term spreadsheet.

1. Click the All Absences or All Tardy column heading.
2. Select Replace Task from the drop-down menu.



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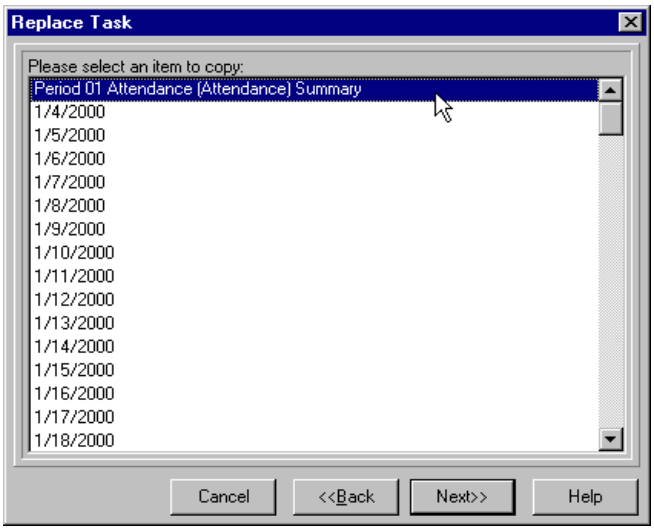
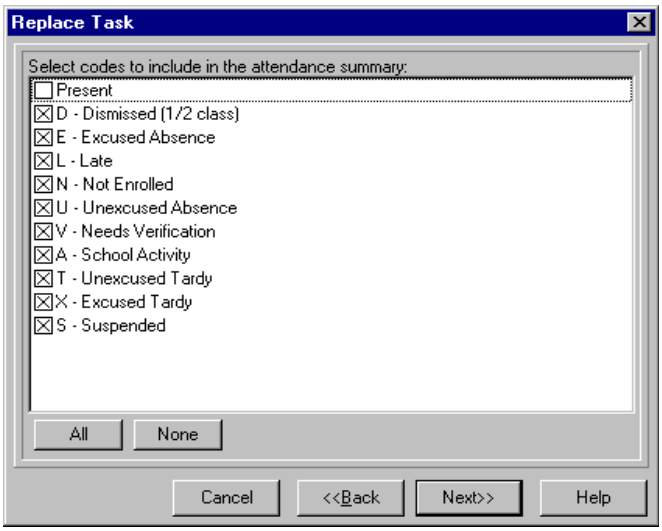
3. Select the class and Attendance spreadsheet from which to copy attendance totals. Click Next.



4. Select the Attendance Summary from the list of items to copy (the first item on the list). Click Next.



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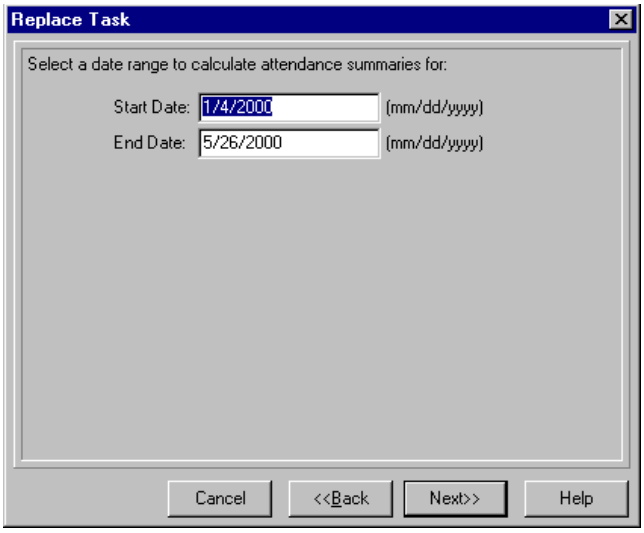
5. Select the attendance codes to total into the summary. Click Next.



6. Select a date range for which to calculate attendance summaries. Click Next.
7. Click OK to continue. The attendance totals copied from the attendance spreadsheet fill the column.

You can use the Copy Tasks command from the Tasks Menu to obtain similar results.

Entering Final Grades

Use this procedure for copying grade totals manually to an End Term spreadsheet. If you have already created hot links to link spreadsheet grades to the End Term spreadsheet, some of the final grade work will already be done. Hot links are available for linking the spreadsheet grade from numeric and skill spreadsheets only (See Hot Linking Numeric and Skill Spreadsheet Grades to End Term Spreadsheets.)

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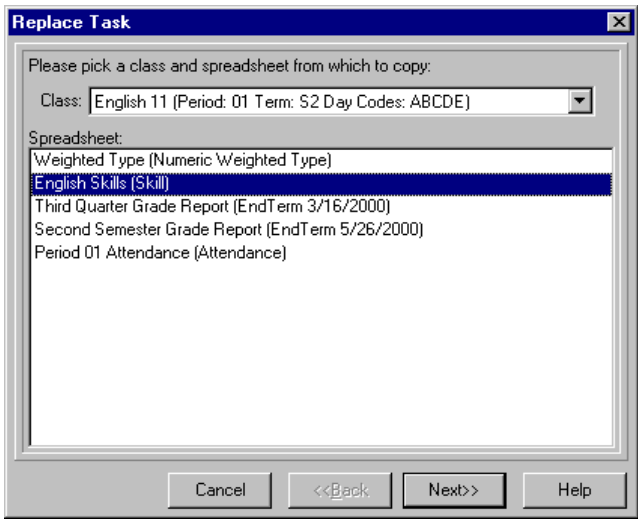
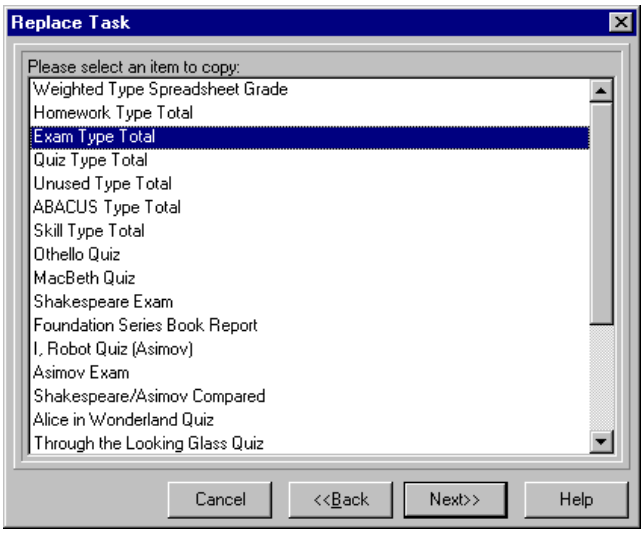
1. Click the title of the appropriate End Term spreadsheet column to display a drop-down menu.
2. Select Replace Task from the drop-down menu.


Replace Task
Please pick a class and spreadsheet from which to copy:
Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Spreadsheet:
Weighted Type (Numeric Weighted Type)
English Skills (Skill)
Third Quarter Grade Report (EndTerm 3/16/2000)
Second Semester Grade Report (EndTerm 5/26/2000)
Period 01 Attendance (Attendance)
Cancel
<<Back
Next>>
Help

3. Select the class and spreadsheet from which to copy scores and click Next.



4. Specify the information to copy. The choices are:
   - Summary grade—The students' overall grades in the spreadsheet.
   - Type total—The students' performance over a specific task type.

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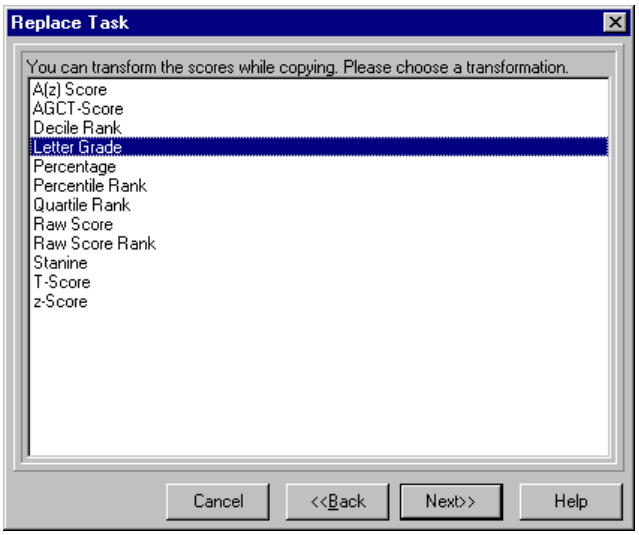
- Task score—The students' performance on a specific task.



5. Indicate how the End Term spreadsheet should display the grades. It is important that the scores be displayed in a format expected by the administrative system; for example, letter grades or percentages.
6. Click OK to continue. The grades copied from the main spreadsheet fill the column. You can edit the copied data on a cell-by-cell basis if needed.

Working With the End Term Spreadsheet

Clearing Columns

Use this procedure when you need to clear an entire column. You cannot erase the student name and demographic columns.

1. Click the heading of the column to erase.
2. Select Fill Column from the drop-down list.
3. Do **not** enter a New Score.
4. Click Fill.
5. Click Yes to confirm that you want to replace the scores with blanks.

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Sorting On Columns

Use this procedure to reorder the End Term spreadsheet for your own informational purposes. Sorting the spreadsheet does not affect the order in which student records are exported.

1. Click any column heading.
2. Select *Sort Students by Column* or *Sort Students*.

Printing the End Term Spreadsheet

To print the End Term spreadsheet, print the Spreadsheet report while the End Term spreadsheet is active in the class viewer.

You should print the End Term spreadsheet to verify the entries in the End Term spreadsheet before submitting data to the office.

If you are not electronically submitting data at the end of the reporting period, the Spreadsheet report contains enough information to create report cards by hand.

Exporting Data

After creating and verifying the End Term spreadsheet, the next step is to send the information back to the administration office. However, you are not really sending the End Term spreadsheet or the End Term report. Rather, the End Term spreadsheet contains summarized information in an export file and that file is sent to the office.

If you connect to the InteGrade Pro Server software, the End Term spreadsheet information is exported to the server from where it can then be imported into the administration system. If you export to your local drive on your computer, you must copy the exported file onto a diskette and deliver it to your system administrator.

Requirements

To ensure a successful export, check the following for each class exported:

- Every student has the correct student number.

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- Every class has a course and section number. Some classes may require a Subject ID (check with your system administrator). Check the Advanced Fields on the General tab, located under Classes in the Setup menu, for this information.
- You have several blank, formatted disks if exporting using disks.

Exporting Data

1. From the File menu, select Export from Gradebook.
2. Follow the on-screen prompts to save to the teacher folder corresponding to your teacher number.
3. Take the exported file from the specified location and deliver it to the main office. If you are set up to connect to the InteGrade Pro Server software, the file is exported to the server.

Delivering the File

This procedure is applicable only if you are working remotely and you **do not connect** to the InteGrade Pro Server software. If you connect to the InteGrade Pro Server software, you can export files and save gradebooks on the school's server from remote locations eliminating the need to hand deliver the data.

After creating the export file, deliver it to the school office. The school produces report cards by combining export files from all teachers in a school.

There are several ways to submit the export file. Your system administrator will tell you about the procedures at your school. The following are some common methods:

- Copy the export file to a specific directory on the network.
- Submit the export file on a disk.
- Send the export file using e-mail.

After sending the export file to the office, make another copy of the export file on a disk and archive it. As an additional safeguard, keep the export file on your hard disk until the report cards have been printed. It is not necessary to delete the file when you create an export file at the end of the next reporting period. Your hard disk automatically overwrites the export file.

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Archiving Your Gradebooks

It is good practice to archive your gradebooks at the end of a reporting period.

Note that this procedure only works for locally-stored gradebooks. This procedure is not applicable for gradebooks stored remotely on the school's server.

Preparing Gradebooks for Archiving

1. If you have used a gradebook password, remove the password from the gradebook. You may need the gradebook for future reference and may not remember the password. Other school personnel also may need access to your files. See Using Gradebook Passwords.
2. Lock the scores on the spreadsheets. This prevents the scores from being accidentally modified or deleted. See Locking and Unlocking Scores.
3. Optionally, use your operating system to change the file properties to read-only, to prevent accidental changes to the file.

Printing Archive Reports

Along with archiving the class files electronically, it is equally important that you retain archives in paper form. This provides an additional safeguard in case the electronic backups fail.

The two reports essential for archiving are the Spreadsheet report and the Student Progress reports. Together, they show all information for a class file.

Remember to print these reports for each spreadsheet that you use. See the sections on spreadsheets and student progress.

Backing up the Gradebook

After removing the passwords, save your gradebook file on a blank, formatted disk. Leave the original file on the hard disk.

You should also retain the installation disks for the product. Future versions of the software can always read the files from the version immediately previous, but there is no guarantee that they can read class files that were created several versions back.

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In Windows, the gradebook files have a “GBF” file extension. The Macintosh uses a unique icon to indicate the gradebook files. By default, the product stores the gradebook files in the same directory as the InteGrade Pro files.

For instructions on copying files, see the user manual that came with your computer.

Store all backups, along with a set of the InteGrade Pro installation disks and the archive reports, in a safe place for future reference.

> Users who store their gradebooks remotely on the school server also have a number of gradebook backups that are automatically saved by the InteGrade Pro Server software. Your system administrator sets the number of files to be saved and can assist you with restoring a gradebook file should a problem occur.

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Finishing Up the Reporting Period

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